



Job Title:

Office Administrator

Job ID:

MFS656

Job Overview: We are currently looking for a full time Administrative Assistant to join our Customer Service office team.

Date Posted:

May 26, 2022

Responsibilities:

- Assists management with administrative functions such as but not limited to:
 - Compiling, tracking, entering, and filing business information
- Greeting visitors in the showroom, directing them to the appropriate area, and processing customer account payments
- Answering the telephone, scheduling, and confirming service appointments, following up with customer inquiries via telephone or in-person
- Transferring new housing timetable from computerized client system to the plumbing schedule pad and preparing associated documentation
- Entering completed work orders, and housing billing work sheets into computerized accounting system (Sage 50 Accounting)
- Following up on past due accounts, filing
- Perform administrative support tasks as assigned

Location:

St. Thomas

Wage:

\$18.00/hour

Hours:

**Full-time
8-hour day shift
Monday - Friday
Rotation of Saturdays
9-3**

Education:

Qualifications:

- Minimum 2 years' experience in the office administration role
- Excellent phone etiquette, customer service, and ability to problem-solve
- Excellent administrative, organizational, interpersonal and time management skills
- Solid verbal and written communication
- Demonstrated ability to work effectively both independently and in a team environment
- Proficient in Microsoft Office (Word, Excel, Outlook)
- Strong ability to multi-task and take on a variety of tasks
- Basic knowledge of Sage 50 Accounting - Beneficial

Other:

What we offer:

- Competitive compensation and benefits package
- Learning, growth, and support

To Apply:

Please email your resume **with** the job number in the subject line to jobs@employmentserviceselgin.ca

Apply By:

June 26, 2022