



**Job Title:**

**Administration**

**Job ID:**

**ST45MD (AD)**

**Qualifications**

- Must be proficient in Microsoft Word, Excel, and PowerPoint
- Must be highly organized
- Must be able to work independently
- Must be adaptable; willing to jump in and help where needed
- Must be a creative thinker

**Job Description**

- Responsible for answering phones and responding to emails, text, and voicemails in a timely fashion
- Responsible for payroll
- Responsible for entering and verifying customer orders – must be accurate!
- Responsible for accounts receivable and some accounts payable
- Responsible for some scheduling
- Responsible for purchasing; also for maintaining Kanban cards (our ordering system)
- Responsible for maintaining production schedule
- Responsible for managing budgets for all departments
- Responsible for creating SOPs, instructional posters, and other helpful documents

**Date Posted:**

**April 18, 2019**

**Location:**

**St. Thomas**

**Wage:**

**To be determined**

**Hours:**

**Full-time**

**Education:**

**Other:**

**Contract Position  
(Maternity Leave)**

**To Apply:**

Email your resumes to: [admin@bestdamndoors.ca](mailto:admin@bestdamndoors.ca)

**Apply By:**

**May 25, 2019**