

 <p style="text-align: center;">Job Title:</p> <p style="text-align: center;">Administrative Assistant</p>	<p>Job ID:</p> <p style="text-align: center;">ST47MD</p>
<p>Position: Administrative Assistant – Reports to: Contracts Manager</p> <p><u>Accounts Payable</u></p> <ul style="list-style-type: none"> • Posting, coding (support role) of accounts payable & expense reports • Match payables documentation (PO's, packing slips, invoices) • Inquiries for suppliers • Cheque runs, cheque preparation • Petty cash, including reimbursement and reconciliation • Obtaining WSIB documents & statutory declarations for subcontractor payables • Filing and maintenance of filing system • Supplier statement reconciliation <p><u>Contract Management Support</u></p> <ul style="list-style-type: none"> • Support for tender closings (phones, faxes) • Involvement in contract opening and closing (support Site Supers, Contracts Manager) • Support accounts receivable function (post payments etc.) • Support to Project Managers and site superintendents as required <p><u>Reception and General Office Duties</u></p> <p>Reception duties (phones, supply ordering, plant watering, coffee, dishwasher etc.) Mail opening, distribution, preparation of outgoing mail & couriers Order janitorial, health & safety and general office supplies Assist in new employee setup (voicemail, network) Typing letters Filing and shredding Computer backups and voicemail system support Preparing audit trail binders as required</p> <p><u>Other</u></p> <p>Other duties as required by Contracts Manager / Senior Management</p>	<p>Date Posted:</p> <p style="text-align: center;">April 22, 2019</p> <hr/> <p>Location:</p> <p style="text-align: center;">St. Thomas</p> <hr/> <p>Wage:</p> <p style="text-align: center;">To be discussed.</p> <hr/> <p>Hours:</p> <p style="text-align: center;">Full-time 8:00am-4:30pm</p> <hr/> <p>Education:</p> <hr/> <p>Other:</p>
<p>To Apply:</p> <p>With the Job ID in the subject line, email resumes to jobs@employmentserviceselgin.ca</p>	<p>Apply By:</p> <p style="text-align: center;">May 27, 2019</p>