



Job Title:

Part time Office Administration

Job ID:

ST760MF

P/T Office Administration

Hours: Mon – Thurs 9:00 – 4:30 (1 hr lunch) 26 hours per week

Date Posted:

January 7, 2020

Description

- Assist busy Accounting firm with Customer Service
- Documentation creation, also creating and replying to emails
- Filing, mail and photocopying
- Other duties as required
- Reception duties
- Will be trained on Bookkeeping duties

Location:

St. Thomas

Wage:

To be discussed

Qualifications

- Microsoft Excel and Word
- Professional, pleasant disposition that can maintain client relations
- Ability to multitask, prioritize and achieve deadlines
- A strong work ethic
- Willing to learn bookkeeping

Hours:

Hours: Mon – Thurs 9:00 – 4:30 (1 hr lunch) 26 hours per week

Education:

Other:

To Apply:

With the **Job ID** in the subject line, email resumes to jobs@employmentserviceselgin.ca

Apply By:

February 25, 2021