

Administrative Assistant



Attention Applicants: You MUST have Administrative Assistant in the subject line of your email or your resume attachment will not be opened. This practice is in place to avoid hackers and spammers.

Our client is a family owned and operated company based out of Edmonton, AB. Since opening in 1982, their offerings have grown, but the goal has remained the same, to provide solid customer service and a high-quality product, all in a timely matter. Over these past thirty years, this approach has helped our client build strong customer relationships, referrals and repeat clients.

Our client is currently seeking an Administrative Assistant to join their loyal and productive team in their Southeast Edmonton location. This position is a full-time role.

Scope

The Administrative Assistant is primarily responsible for **receptionist tasks** such as, greeting customers, answering phones, filing, scheduling appointments, receiving and sending mail, etc. The individual filling this role must feel comfortable working both in a team environment and independently, with moderate supervision. The ability to communicate effectively and pay close attention to detail are key attributes of this position. This is a full-time position, located in Southeast Edmonton, Alberta.

Responsibilities

The main responsibilities for the Administrative Assistant position are:

Receptionist

- Answer calls (by third ring) to direct and announce caller and company to appropriate company personnel, using company **script** regarding expected turnaround time for a response
- Take messages and deliver if party is not available (physical delivery or instant message)
- Communicate with Shipping regarding deliveries when sales is busy/vacation (**shipping email**)
- Greet all walk-ins in a pleasant manner. Complete **form** to determine who they are, from what company and connect them with the appropriate company personnel, offer water as appropriate
- Send correspondence via scan, email or fax as needed
- Prepare coffee at breaks (10:00 a.m. and 2:45 p.m.) daily
- Coordinate the ordering and organizing of coffee and lunch room supplies
- Order and organize office supplies
- Retrieve and refile work orders for salespeople
- Track employee birthdays, anniversaries, informing General Manager of notable dates. Order birthday cakes as directed
- Create company memos for special events and post them in the lunch room
- Participate in organizing social committee activities

Accounts Receivable

- Process payments on machine
- Scan all receipts
- Write invoices and cheques
- Total each page and each month and check off what has been paid

Qualifications

- Minimum of 1 year of administrative assistance experience
- Administrative Assistant diploma
- Experience or education will be considered in place of each other
- Must be able to communicate effectively in the English language – verbal, written and auditory
- Fair understanding of Microsoft Office Suite applications (i.e. Word, Excel, Outlook, PowerPoint)
- Accounting knowledge, an asset
- Experience working with QuickBooks, an asset

Abilities

The individual filling this position will possess the following skills and abilities:

- Pays close attention to detail
- Types a minimum of 30 words per minute
- Communicates effectively and clearly
- Feels comfortable with data entry
- Is organized and task-focused

Salary is commensurate to experience and includes a benefits package to all of our client's employees which will be detailed during the interview process.

If you are interested in applying for this role please apply by email at careers@kiyhr.ca.

We would like to thank all applicants for your interest. To ensure that the recruitment process for this position runs as smoothly and as quickly as possible, it is our policy to only contact successful candidates during the application stage.