

CAREER OPPORTUNITY

Position Title: Office Assistant

Location: Mississauga, Ontario, Canada

Duration: Part-Time, Permanent (25hrs/wk)

Position Overview

Reporting to the General Manager and Sales team, the Office Assistant is responsible for supporting sales with the organization and running of the daily administrative operations of the company. The ideal candidate must be a hard-working professional, work diligently under pressure and have high attention to detail.

Responsibilities

- Organize office and assist General Manager with required tasks such as filing and managing paperwork
- Order entry and updating records ensuring accuracy and validity of information
- Maintaining knowledge base on existing products and learning about new products
- Prepare customer invoices for payment, charge credit cards when necessary and follow-up on overdue payments
- Attend and log minutes at meetings and perform receptionist duties when needed
- Create and issue purchase orders for various goods/materials
- Receive purchase orders into system and prepare supplier invoices for payment
- Communicate order lead times with sales and production
- Track open purchase orders; communicating lead times with production and expediting orders as necessary
- Maintain accurate inventory counts

Requirements

- Previous experience as an office assistant or another relevant administrative role
- Working knowledge of office equipment and thorough understanding of office management procedures
- Excellent organizational and time management skills
- Excellent written and verbal communication skills
- Proficiency with MS Office (Word, Excel etc.), data entry and other common office equipment and software

FULL TRAINING WILL BE PROVIDED

Please forward your resume to orderdesk@traffichardware.com with the subject line "Office Assistant." No cover letter required.

We thank all applicants but only those selected for an interview will be contacted.