https://intscanada.com/job/%e7%81%af%e5%85%b7%e5%85%ac%e5%8f%b8-2/

???? Order Receiver

Description

As the Office Assistant, you will be the first point of contact for us and will provide administrative support.

You will mainly be responsible for taking incoming calls, placing orders and bookkeeping.

Responsibilities

- Answer all incoming phone calls in a fairly fast-paced environment
- Place customer orders in Powerlink/ Hollander
- Light Accounting/ Bookkeeping
- Insert all monthly expenses into Quickbooks
- Ensure office is tidy and presentable with all necessary stationery and materials
- Perform other clerical receptionist duties such as filing and photocopying
- Maintain trusting relationships with suppliers, customers and colleagues
- Other administrative duties as required

Qualifications

- Community College diploma in an administrative or business related discipline, as recognized by the Province of Ontario combined with a minimum of 3 – 5 years' experience in assistance and support at a senior management level.
- Ability to work effectively under pressure within a fast paced team environment.
- Exceptional customer/client service skills.
- High degree of accuracy and detail-oriented; excellent grammar and spelling essential.
- Advanced knowledge working with Microsoft Office – Word, PowerPoint, Excel, Electronic Mail and other office automation equipment.
- Exceptional organization and time management including the ability to handle multiple tasks in an efficient manner.
- Excellent keyboarding skills.
- Excellent interpersonal and communication skills (both verbal and written) are required.
- Demonstrated commitment to client and family centered care.

Job Benefits

- Dental care
- Extended health care
- Life insurance
- Paid time off
- Vision care

Contacts

Hiring organization
INTS Consulting ?????????

Employment Type
Full-time

Job Location
Ontario

Working Hours
8 hour?Monday-Friday

Base Salary
$ 17 - $ 20

Date posted
2023?2?15?

Send your resume to intsconsulting.hr@gmail.com