

OPPORTUNITY

POSITION: Administration Assistant

LOCATION: Fort McMurray, AB

DATE POSTED: November 10th, 2011

POSITION SUMMARY

The Administration Assistant will support the day to day operations of the Fort McMurray Branch activities under the direction of the Office Supervisor.

DUTIES AND RESPONSIBILITIES

- Data entry of purchase orders, new account set up and issuing work orders
- Processing shipping/receiving documentation and warehouse transfers
- Arranging courier pick ups
- Billing
- Filing, telephone reception and general office duties
- Reception and Customer Pick Ups
- Route information requests
- Other duties as assigned

QUALIFICATIONS

Grade 12 or equivalent with post secondary courses in Office Administration
Minimum of 1 year experience in an office environment
Strong computer and data entry skills (excel, outlook and word)
Excellent customer service skills and telephone manner
Must be able to multi-task and have advanced organizational abilities

**If you are interested in this position please forward your resume
to: hr@levitt-safety.com or fax to: 780-461-8371**

Please indicate FTM Administration Assistant in the subject header