RNC Employment Service

905-727-3777 Aurora 222 Wellington Street East, Main Floor

Job Title	**Bilingual Office Assistant**		**Job # 2011006**
NOC / NAICS	1411 / 325410	**Date**	November 10, 2020
Location	**AURORA**: Bayview / Wellington	**Wages**	
Experience (Yrs.)	☐ 0-1 ☒ 1-3 ☐ 3-5 ☐ 5+	**Hours/Week**	
Employment Type	☒ Perm ☐ Temp ☐ Seasonal ☒ FT ☐ PT	**Schedule Availability**	Monday to Friday
Benefits Available After Probation Period	☐ No ☐ Yes:		
Workplace / Physical Requirements	Prolonged sitting and computer use; some lifting of paper, label stacks		

Company

Located in Aurora, this company has been supplying prescription compounded medications to veterinary clinics across Canada for over 20 years. Their mission is to provide high quality, innovative solutions with precision compounding; enabling veterinarians to fulfill their commitment to their clients' health and well-being.

Job Duties

- Provide excellent customer service to our clients
- Check and verify all prescriptions, and complete any call backs if necessary
- Create hard copy prescriptions using Kroll prescription software
- Data Entry- including creating new patient and doctor files
- File and sort prescriptions to be archived
- Assist with sorting desk functions
- Completing credits, direct to client requests, client pick-ups and any applicable shipping charges
- Complete additional tasks such as drug destruction, ensuring product is readily available for office use, etc.

Requirements / Candidate Profile

- **Fluent French/English language skills**
- **At least one year of previous administrative experience**
- Kroll prescription software knowledge is an asset, but not a requirement
- Exceptional organizational skills and ability to multi-task
- Computer literacy
- Customer service/telephone etiquette
- Great initiative and problem-solving skills
- Ability to work independently as well as in a group
- Meticulous- willing to learn and work in a constantly changing environment
- Be punctual and maintain a good attendance record

How to apply

To apply please submit resume AND cover letter to HRQR@rnces.ca for pre-screening and consideration. Cover letter should clearly demonstrate you are a good fit for this position.

Disclaimer

RNC Employment Services reserves the right to submit applicant resumes in their sole judgement directly to employers only following registration. Registration in itself does not determine applicant job posting eligibility. Further RNC is not responsible for employer hiring decisions which may pre-empt registration.

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