

RNC**Employment Service**

905-727-3777

Aurora

222 Wellington Street East, Main Floor

Job Title**Office Manager****Job # 1901012****NOC / NAICS**

1221 / 236110

Date

January 18, 2019

LocationYork Region
(**Gormley:** Woodbine / Aurora Road)**Wages**\$21.00-\$25.00 per hour
Based on skills / experience**Experience (Yrs.)** 0-1 1-3 3-5 5+**Hours/Week**

40 hours/week

Employment Type Perm Temp Seasonal
 FT PT**Schedule Availability**

Monday to Friday

Benefits Available After Probation Period No Yes:**Workplace / Physical Requirements****Company**

This family company creates backyard dreams from design to completion working within a network of trades, designing and creating outdoor living spaces that meet the customer's needs in style and functionality. Rated best of Houzz 3 years running!

Position Summary / Candidate Profile

An office management opportunity working for a family-owned construction company located in Gormley. This role is responsible for supporting overall business needs including administrative and marketing, and an ideal candidate is social media savvy and detail oriented.

Job Duties

- Use a variety of software to perform administrative tasks
- Reply to email & telephone inquiries
- Handle customer inquiries and complaints
- Photocopying, scanning and printing out documents
- Carry out administrative duties such as filing, banking
- Maintain updated customers and leads data base
- Keep accurate financial records / customers deposits and balance updated
- Maintain supplies inventory by checking stock to determine inventory level
- Prepare invoices and statements
- Produce and distribute; letters, faxes and forms
- Maintain updated company's website by loading projects
- Able to use/learn supplier software

Requirements / Candidate Profile

- Proven Office Manager experience
- Excellent time management skills and ability to multi-task and prioritize work
- Proficiency in MS Office (MS Excel, Power Point and MS Outlook)

- Hands on experience with office machines (e.g. fax machines and printers)
- Attention to detail and problem-solving skills
- Working knowledge of social media
- Excellent written and verbal communication skills
- High school diploma or equivalent; college degree preferred

How to apply

To apply please submit resume to HRQR@rnc.ca for pre-screening and consideration.

Include a note indicating why 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.