

PROMAC

Position: Reception/Administrative Assistant

Reports to: Controller

Summary:

Promac Manufacturing is looking for a valuable team member that will manage the front office including administrative and accounting duties while being the first point of contact for new and existing customers. We are located in Duncan in the beautiful Cowichan Valley. At Pro Mac, we believe that every person deserves to have purpose in their careers. We will provide you the tools and opportunities to be the driving force in our mission to continue to be an industry leader and an Employer of Choice.

Essential Duties and Responsibilities:

- Respond to telephone, in person, or electronic inquiries or forward to appropriate person or department
- Greet visitors, ascertain nature of business and direct visitors to appropriate person or department
- Process incoming and outgoing mail manually and electronically
- Process daily deposits for A/R payments received
- Order office supplies and maintain office inventory
- Calculate, prepare and issue documents related to accounts such as bills, invoices, inventory reports, account statements, purchase orders, maintain master files
- Provide confidential administration support to the Human Resources function
- Supporting and participation in the Company's Joint Health & Safety Committee

Qualifications and Experience

- Post-secondary diploma in administrative support. Combination of education and experience may be considered
- Relevant work experience of 3-5 years
- Excellent communicator and problem-solver with solutions based critical and analytical thinking skills
- Outstanding computer skills. Sound knowledge of Microsoft Excel
- Knowledge of GlobalShop ERP would be a definite asset

To apply:

Please apply with a cover letter and resume to Mike Williams, CPHR, Human Resources Leader.
mikewilliams@promacgroup.ca