

On behalf of our client, **Express Employment Professionals** is recruiting for an **Administrative Assistant** to fill a full-time, permanent position in Burnside area with a well-established restoration company. They provide property owners and insurance companies with the high-quality emergency restoration services. Our client has built a reputation for outstanding service and quality work by using a proven, organized system. This role has opportunity to learn new skills and grow into other roles in the company. Our client is busy and is growing!

Responsibilities:

- Create purchase orders
- Hourly timecard entry for employees against correct jobs
- Assigning material costs to appropriate work sites
- Process accounts receivable and follow up as required
- Assist project management team
- Receive payments
- Prepare bank deposits
- Generate reports
- Manage office supplies
- Answer incoming calls
- Assist with project management
- Receive, sort and disperse incoming mail
- Receive/Ship office courier packages

Requirements:

- Experience with QuickBooks and XactAnalysis (Insurance Software) are considered an asset
- High attention to details
- Should be organized
- Good time management skills
- Ability to problem solve
- Excellent communication skills
- Ability to use Microsoft office programs
- Work well in a fast-paced environment
- Ability to work well within a team and independently
- Friendly and professional demeanor

Our client offers:

- Shift is Mon- Fri 7.30am- 4.30pm
- NO WEEKENDS!
- Salary is \$17-\$20/hour based on experience
- People like working here and are proud of the reputation
- No drama workplace
- Benefits after probation period



Respecting People. Impacting Business.™

Prior experience as an order dispatcher, accounting clerk, office administration, admin assistant, administrative clerk, office manager, customer service or receptionist position would be considered an asset.

Express Employment Professionals is an equal opportunity employer.

Here's how to apply:

By email: jobs.halifaxns@expresspros.com

Website: <https://www.expresspros.com/HalifaxNS/Job-Openings.aspx>

By Phone: 902-377-7701

Download ExpressJobs App: Apple/IOS: <http://bit.do/fJXeK> or Android <http://bit.do/fJXeN>