

730 CKDM

Administrative Assistant

Administrative ,Dauphin, Manitoba, Canada



Job Description

Steiner Plumbing & Heating Ltd. is an expanding, family-owned, mechanical contracting business located in Dauphin, Manitoba that has been serving customers since 1979. We are seeking a full-time ADMINISTRATIVE ASSISTANT. Candidates will have experience in office administration, customer service and / or sales, and ensure the efficient day-to-day operation of our high-volume shop.

Duties

- Answer and direct phone calls
- Complete detailed work orders as per customer requests for service
- Dispatch service techs
- Maintain customer database system
- Invoicing and accounts receivable/payable
- Assist management team in ensuring inquiries are
- Write and distribute email, letters and forms
- Assist customers as required
- Maintain a clean, organized office space
- General office duties as required

Skills, assets, and related experience

- Proven experience as an administrative assistant
- Excellent time management skills and experience in a fast-paced office setting
- Experience in the mechanical contracting / construction industry (asset but not required)
- Sales experience (asset but not required)
- Strong proficiency in MS Office programs and general computer knowledge
- Attention to detail, organized and ability to multi-task
- Strong written and verbal communication skills
- Customer service skills: friendly / personable
- Positive attitude!
- Self-sufficient and self-motivated
- Diploma in Office Administration an asset

Hours: 8:00 am to 5:00 pm, Monday to Friday

Drop off resume and 3 references in person at 518 Main Street South or email carla@steinerplumbing.ca

Deadline: Until the right candidate is found

Advertiser details

Name	Steiner Plumbing & Heating
Email	carla@steinerplumbing.ca
Address	518 Main St S, Dauphin, Manitoba, Canada - R7N 0A2