



CLEAN ALL
ENVIRONMENTAL
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INC.

Office Administrator

Job Description

We are looking for a competent Office Assistant part time working 25-30 hrs per week, to help with the organization and running of the daily administrative operations of the company.

The ideal candidate will be a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. This person will be comfortable working with a high degree of attention to detail and discretion as well as incorporating new and effective ways to achieve better results.

Applicant must have 1+ years of experience in Office Administration. The ideal candidate is a qualified professional with the highest standards who has a valid G license. If you are looking for a career with growth potential and are committed to personal and professional development, we may have a great opportunity for you.

Responsibilities:

- Sort and distribute communications in a timely manner
- Create and update records ensuring accuracy and validity of information
- Resolve office-related malfunctions and respond to requests or issues
- Maintain trusting relationships with suppliers, customers and colleagues
- Perform receptionist duties when needed
- Answer and direct phone calls
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Organize, store and print company documents as needed

*1495 Gerald Street, Cornwall, Ontario P.O. Box 1042 K6H 5V1
Tel: (613) 93CLEAN (613-932-5326) 1-800-561-7317
Fax: (613) 933-0897 www.clean-all.com*



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Skills include:

- Good communication / interpersonal skills
- Working knowledge of office equipment
- Thorough understanding of office management procedures
- Excellent organizational and time management skills
- Analytical abilities and aptitude in problem solving
- Excellent written and verbal communication skills
- Experience in computer softwares and MS office,
- Proficiency in Google platform (Docs,sheets,slides)
- Ability to multitask
- Problem-solving attitude with an eye for detail

If you believe you have the experience and skills we are looking for we invite you to apply by email to discuss the position further. Thank you for your interest in working for our organization and we look forward to speaking to you. Please send your resume to: lvalade@clean-all.com

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