

HK Holbein Inc.

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Fine Art Material distribution company in Cornwall, Ontario seeking an in-house part time Administrative Assistant to become an integral part of our team!

Responsibilities:

- Answering and directing phone calls to relevant staff
- Assist in filing duties.
- Compile financial records
- Enter purchase orders & account receivables.
- Perform other administrative duties as assigned

Qualifications:

- Computer Skills (*Business Vision*)
- Speak English and French
- Previous experience in data entry, administrative duties or other related fields
- Ability to handle workload
- Ability to multitask and prioritize
- Strong organizational skills

Required education:

- High school or equivalent

Pay rate:

- Pay will depend on experience.

Work Schedule:

- Part time, weekdays
- Mon/Wed/Thur: 8am - 4pm

We welcome all applicants for this position, however only those selected for an interview will be contacted.