



Job brief – Administrative Assistant

EFI Engineering is looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Admin. Assistant include providing support to our managers and employees, assisting in daily office needs and managing our company's general administrative activities.

What does an Administrative Assistant do?

Admin. Assistant responsibilities include making travel and meeting arrangements, preparing reports and maintaining appropriate filing systems. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS Excel, Office and office equipment. If you also have previous experience as a Secretary or Executive Admin. Assistant and familiarity within our industry, we'd like to meet you.

Ultimately, a successful Admin. Assistant should ensure the efficient and smooth day-to-day operation of our office.

Responsibilities

- Answer and direct phone calls
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Maintain a filing system
- Update and maintain office policies and procedures
- Manage Group Medical Insurance
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to staff & visitors
- Act as the point of contact for internal and external clients
- Liaise with executive to handle requests and queries from senior managers
- Prepare payroll
- Provide bookkeeping, A/P & A/R, process invoices, and prepare cheques
- Prepare monthly invoices for approval

Requirements and skills

- Proven experience as an Admin. Assistant, Virtual Assistant or Office Admin. Assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, such as printers and fax machines
- Proficiency in MS Office, Excel and QuickBooks
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School diploma; additional abilities as an Admin. Assistant or Secretary are an asset.
- Good accounting knowledge

M:\PROJECT MANAGERS\Steve\OFFICE\ads for jobs

34 South Branch Road
Cornwall ON K6K 1T4
Tel.: (613) 936-0148
Fax: (613) 936-8451

e-mail: engineer@efiengineering.com