

**ADMINISTRATIVE ASSISTANT
BRANDON, MB**

Do you enjoy administrative work and providing the best customer experience?

Prairie Mobile Communications was founded 50 years ago, in a small garage in Brandon, Manitoba as a repair company to meet the service requirements of Western Manitoba's users of two-way communications products. It is now Kenwood Canada's largest Land Mobile Radio Dealers and one of SaskTel's largest Authorized Dealers with 21 locations across the Prairies. We offer SaskTel Cellular & Data, Internet and Max TV services from as far North as Nipawin and South to Estevan, and everywhere in-between. We also offer two-way radio sales and service throughout Alberta, Saskatchewan, Manitoba and Northwest Ontario.

Prairie Mobile Communications has an opportunity for a full-time Administrative Assistant to work at our location in Brandon. The Administrative Assistant is responsible for being the first point of contact for our walk-in customers and will answer in-coming calls directing them to the appropriate extension. You will be required to perform a wide variety of administrative duties such as processing customer payments, administering petty cash, opening and distributing mail, organizing and filing paperwork, and manage incoming repairs and inventory. To be successful in this role you enjoy working in a fast-paced environment, providing courteous and professional customer service to both external and internal customers, and can maintain a high degree of confidentiality.

As the successful candidate, you will have one (1) year of experience in an administrative position. Formal administration education or training is preferred. Proficiency with MS Office applications is required; knowledge of Epicor or other ERP systems is an asset. Superior telephone manners and strong interpersonal skills including written and verbal communication; and ability to deal with any conflict that may arise in a mature and professional manner. Strong accuracy and attention to detail are essential. You have a valid driver's license and own vehicle.



Prairie Mobile Communications embraces its core values of #SuperHighFive, Curiosity, People Power, and Ownership Thinking, which allows us to help connect our customers to what's important to them. You will be joining a diverse team where your talent and commitment are welcomed and respected. We offer a total compensation package that includes competitive salary, comprehensive benefits, training and development programs, education assistance, and more unique perks!

To apply, please visit www.prairiemobile.com/careers and submit your resume by **May 20, 2019**. Please include the position you are applying for in your submission.

We thank all applicants for their interest. Only those selected for interviews will be contacted.

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