



South End Timbermart is seeking a full-time office administrator to provide clerical and administrative support functions.

Duties include:

- Respond to customer inquiries
- Perform clerical duties such as maintaining and organization of records
- Perform month end processes
- Perform day to day accounting tasks such as accounts payable invoicing and credit references for customer accounts
- Place orders of office supplies when necessary
- Assistance with marketing and promotions
- Other assigned tasks as needed

Qualifications:

- Grade 12 education (certification in Business/Office Administration or accounting is an asset)
- Strong written and verbal communication skills
- Proficiency with Microsoft Office 365 (Outlook, Excel, Word)
- Demonstrated ability in maintaining effective interpersonal working relationships
- Demonstrated excellence in time management, organization, and prioritization.
- Ability to maintain accuracy and pay attention to detail
- Must be able to interact well with others, work independently and take initiative.

Please apply in person with resume to Jaimie or Scott at 1550 13th Street Brandon, MB. We thank all applicants for their interest. Only those individuals selected for an interview will be contacted.