



FRONT OFFICE ADMINISTRATOR

Fraser Auction Services is a family owned and operated business that offers a positive work culture, challenging and fast-paced work environment, where you can use your strong attention to detail to accomplish tasks with confidence.

WHAT WE CAN OFFER YOU:

Fraser Auction Services has strong roots in the community, they bring a work-life balance by offering support, flexible hours and a competitive wage structure.

WHAT YOU WILL DO:

Customer Service

- Provide on going assistance to customers and clients by answering phones, directing inquiries, and greeting customers in person.
- Provide excellent customer service to customers and clients when assisting them with questions, sale registrations, invoice payments and or directing them to the proper department.

Data Entry

- Data entry into our industry specific software for cataloging auctions
- Updating customer information in the database
- Data entry into the company website

Auction Sales Support

- Assisting with the facilitation of the auction sales as a solid team member throughout the auction process.
- Assisting customers with auction registrations
- Taking pictures and videos and uploading them into the auction catalog software

Administrative

- Managing office supplies and inventory
- Assisting with payments and invoicing of sales
- Assisting with closing procedures post auction sale
- Filing and organizing, retrieving, distributing, and dropping off mail

WHAT YOU WILL NEED:

- Valid Class 5 Manitoba Driver's License
- Strong Computer Skills; including proficiency using Microsoft Word and Excel, and familiarity with data entry and database maintenance.
- The ability to learn new software programs and maintain the company website/social media platforms.
- Strong customer service and organizational skills, as well as a high attention to detail.
- Knowledge of the agricultural community, and a basic-moderate understanding of the equipment used on a farm to effectively communicate with our clients.
- Must love dogs!

APPLY TODAY!

To apply for this opportunity, please send your cover letter and resume by email to Heavenlee (heavenlee@westcanhr.com). For more information about this position, or for a detailed job description, call our office at 204-727-0008.

We thank all candidates for their interest and application, however only those selected for further consideration in the process will be contacted.

ABOUT WEST-CAN HR

Our team of Recruiters and HR Professionals are experts at matching jobseekers with career opportunities. Our goal is to connect with jobseekers and support their job search by utilizing our community connections and Jobseeker Network.

If you apply for this position and are selected for further consideration, this is our process:

1. We screen applicant resumes based on the required qualifications for the role.
2. We contact qualified individuals that are part of our Jobseeker Network to share the opportunity with them.
3. If selected, you will meet with the Lead Recruiter so we can learn more about you, your work experience, skills, and qualifications.
4. The top candidates are presented to the employer for selection. From there, we support the interviewing and hiring process.