



CAREERS

ADMINISTRATIVE ASSISTANT

ATOM-JET INDUSTRIES is a custom machining and advanced manufacturing company in Brandon, Manitoba. Atom-Jet has been in business since 1962.

The Atom-Jet Group has a reputation for producing quality products and recently received the Manitoba Chamber Outstanding Long-Term Achievement Award.

Atom-Jet Industries is currently seeking an energetic, motivated, and committed team member for the position of **Administrative Assistant**.

Benefits

Atom-Jet recognizes that the people within our team are our most valuable asset, because of this Atom-Jet provides its employees with:

1. A comprehensive benefit package, at no cost to our employees.
2. Pension matching
3. Competitive salaries and wages
4. Work life balance
5. Regular social events

Job Summary

The Administrative Assistant will be responsible for efficient day-to-day operations. These administrative responsibilities include reception duties, accounts receivable, support for management and other departments.

Duties and responsibilities

- Answering phone inquiries and directing to the appropriate staff member
- Greeting visitors to the organization
- Creating and sending invoices to customers
- Receive customer payments and contact customer regarding overdue accounts
- Update and maintain customer accounts including credit applications
- Prepare and send outgoing faxes, mail, and packages.
- Maintain debit/credit card terminal.
- Provide administrative support to management and other staff.

Requirements

This is a key position within the Atom-Jet Group and in order to be considered for this position, applicants must possess the following characteristics:

Experience – 1-3 years' experience in an administrative role.

Education – Business/Office Administration Diploma would be considered an asset but is not required

Skills – Applicant must be able to multi-task, set priorities within tight timelines, and have strong organizational skills. The individual taking this role must also be familiar with Microsoft Office, ERP/MRP systems.

Attributes – The Administrative Assistant should self-motivated, solution oriented, customer focused, possess strong communication & interpersonal skills, and always work towards ongoing improvements.

Please forward resumes via email to hr@atomjet.com attention; **Admin Assistant**