



Box 1822
560 Commonwealth Dr.
Virden, MB
R0M 2C0

204-748-4469

sales@virdenag.ca

Administrative Assistant Summer Student – Term

May to September

Part Time – 32 – 36 hours per week (Tuesday – Saturday)

Compensation

Wage: \$14.25/ hour

A performance-based bonus will be considered at the end of the term

Reporting directly to the Office Manager, the ideal candidate will be a team player with great attention to detail. You're organized, punctual and have excellent customer service skills. The ability to self motivate, multi task and complete work within deadlines is extremely valuable. Basic accounting knowledge would be considered an asset but is not required.

Duties include:

- Answer telephone and direct incoming phone calls
- Greet customers and visitors professionally and assist as needed
- Filing and record keeping
- Data entry
- Light housekeeping
- Merchandising
- Process customer transactions
- Handling cash and negotiables
- Receive courier packages and distribute to the appropriate department in a timely manner
- Provide administrative support to the Office Manager and other departments as required
- Other duties as assigned

Please forward resume to:

Virden Ag & Parts

Attn: Lynette Grumpelt

Box 1822

Virden, MB R0M 2C0

Email: admin@virdenag.ca

We thank all those who apply however only those selected for an interview will be contacted.

