

OFFICE ADMINISTRATOR

ARCHITECTURAL DESIGN ASSOCIATES INC., ARCHITECT IS LOOKING TO FILL AN IMMEDIATE FULL-TIME POSITION FOR AN ENERGETIC OFFICE ADMINISTRATOR TO COMPLETE OUR GROWING TEAM.

OFFICE DUTIES INCLUDE:

- ▶ ORGANIZING OFFICE OPERATIONS AND PROCEDURES
- ▶ ASSIST IN ACCOUNTS PAYABLE AND RECEIVABLE
- ▶ ASSIST IN PREPARING PAYROLL, SOURCE DEDUCTIONS/REMITTANCE
- ▶ CONTROLLING CORRESPONDENCE
- ▶ MAINTAINING FILING SYSTEMS
- ▶ SUPPLY REQUISITIONS
- ▶ ASSIST IN OFFICE HR PROCEDURES
- ▶ GENERAL DAILY OFFICE RECEPTION DUTIES

EDUCATION REQUIREMENTS:

YOU MUST BE A POST-SECONDARY BUSINESS ADMINISTRATION (OR EQUAL) GRADUATE WITH PROFICIENCY IN MS OFFICE AND ASSOCIATED ACCOUNTING PROGRAMS. CONSTRUCTION OFFICE RELATED EXPERIENCE IS A DEFINITE ASSET BUT IS NOT A REQUIREMENT.

SOFTWARE REQUIREMENTS:

CANDIDATE SHOULD HAVE GOOD WORKING KNOWLEDGE IN:

- ▶ SIMPLY ACCOUNTING
- ▶ MS WORD & EXCEL

THOSE WISHING TO APPLY SHOULD SUBMIT THEIR RESUME BY E-MAIL (PDF) INDICATING THE POSITION YOU ARE APPLYING FOR IN THE SUBJECT LINE. PLEASE NO PHONE CALLS OR DROP-INS.

ATTENTION: **JERRY KAVANAUGH, MANAGING PARTNER**
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ARCHITECTURAL DESIGN ASSOCIATES INC., ARCHITECT WELCOMES APPLICATIONS FROM PEOPLE WITH DISABILITIES. ACCOMMODATIONS ARE AVAILABLE ON REQUEST FOR CANDIDATES TAKING PART IN ALL ASPECTS OF THE SELECTION PROCESS.