

## **Office Administrator** (Customer Service & Reception)

(File Reference: BKOA-2017)

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We are recruiting this position on behalf of our Client, one of Peterborough's most established and respected businesses, a full-service mechanical contracting company based in the east end. This role reports to the General Manager and involves general office administration, customer service coordination and support.

### **KEY ACCOUNTABILITIES:**

The incumbent will be responsible for general office administration functions and bookkeeping support. Duties include:

- Maintaining supporting documentation as ready reference of any recorded transaction
- Maintaining and ordering office supplies
- General office duties such as answering the phone, greeting visitors, filing, faxing, and reception
- Type Tender Documents for Tender submission
- Prepare New employee files, collect information & forms
- Keep track of Employee Training Documents
- Put together Office & Site binders of shop drawings for jobs
- Send out equipment for Calibration
- Prepare and Schedule courier packages
- Scan, email purchase orders to Suppliers, and update schedules
- Update Job list schedules for weekly meetings as requested
- Type project scheduling in Excel or Microsoft Project
- Support for Management and Estimating staff, such as document preparation and client correspondence tracking
- Support Accounting staff by posting payable invoices and reconciling payable accounts

### **EDUCATION AND WORK EXPERIENCE REQUIRED:**

- Must have at least 3 years experience working in a busy office setting, preferably with experience in the construction or construction supply industry

- High degree of computer literacy, including advanced knowledge of MS Word, Excel.
- Must have experience with computer-based accounting systems with preference to candidates with Sage / Simply Accounting experience.
- Must demonstrate an excellent Customer Service attitude.
- Strong interpersonal and organizational skills with potential to grow with the business.
- Ability to adapt to change and prioritize tasks
- Take direction from multiple departments within the organization

Our client offers a competitive starting wage, with opportunity for growth based on performance, as well as group health benefit program. For further consideration, highly qualified Candidates are invited to submit their resume information in confidence, quoting the above file number. We treat your information confidentially (*please identify any organizations with whom you do not wish your information shared*):

Recruiting Manager  
**SHRP Limited**  
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*While we appreciate all applications, we can only consider those with current status to work in Canada.*

***We are committed to providing accommodation for persons with disabilities.***  
*Accommodation will be provided as part of our hiring process (if accommodation is required, Applicants are requested to make their needs known in advance).*