

JOB POSTING DETAILS

Employer	Dumanski Office Interiors	Job Type	RI
Job Title	Receptionist/Customer and Administrative Support Person	Duration	Full Time
Job ID	11844	Location	Sault Ste. Marie
Date Posted	December 2, 2021	Closing Date	December 16, 2021

Job Overview - Description & Duties

Dumanski Office Interiors / Compass Imaging Group & Sign Solutions require a Receptionist/Administrative Support Person to join our team!

This is a permanent full-time position, competitive compensation, benefits available

Duties and Responsibilities:

- Greet customers and connect them with the appropriate person or department
- Answer telephone, take messages and/or forward calls.
- Accounts Receivable/Accounts Payable Entry management and filing duties
- Handle cash and credit card payments and prepare bank deposits
- Handle outgoing shipments
- Other office duties as required

Required Skills

- College diploma in Office Administration or other related discipline an asset
- Experience with QuickBooks or other accounting software
- Strong knowledge / skills of Microsoft Suite including Excel, Word, and Outlook
- Strong organizational skills and ability to multi-task
- Strong communication, interpersonal and problem-solving skills
- Reliable and dependable
- Present a positive attitude and professional image
- Experience with Social Media platforms an asset

Other Requirements

NA

How to Apply

Email Resume to lisa@doiweb.com

Apply in person - 1-500 Industrial Park Crescent 9:00am - 4:30pm