

JOB POSTING DETAILS

Job Title	Office Assistant	Job Type	NA
ES Job ID	3395	Duration	NA
Date Posted	May 11, 2022	Location	Blind River
		Closing Date	May 31, 2022

Job Overview - Description & Duties

Jl Enterprises is a construction company based in Blind River, ON, which is centered between Sault Ste. Marie and Sudbury, Ontario. We specialize in civil construction including; excavation, municipal infrastructure, road construction, sand and gravel supply in addition to excavation activities for private construction projects.

Jl Enterprises is in search of a motivated and experienced Office Assistant.

The Position:

The Office Assistant, reports to the Office Manager. This is an entry-level position with potential for advancement for the right individual.

Job Tasks and Responsibilities:

- Receive and direct visitors and telephone calls to appropriate personnel
- Filing
- Process customer payments and issue receipts
- Maintain various records and documents
- Data entry
- Maintain stationary inventory and office supplies and order replenishments
- Communicate and relay messages via 2-way radio to the workforce
- Other office duties as assigned

Competitive wages, commensurate with experience.

Required Skills

- Post-secondary education in business administration, accounting, commerce, or related discipline is preferred
- Experience with accounting in a construction setting is an asset
- Dependable and punctual
- Detail-oriented
- Ability to organize and prioritize work
- Excellent verbal and written communication skills
- Proactive, positive, innovative team player
- Able to work with minimum supervision
- Competent in the use of Microsoft Outlook, Word and Excel
- Driver's license and own transportation

Other Requirements

- Monday to Friday schedule, 40 hrs per week

How to Apply

Please forward resumes to: jobs@jenterprises.ca