



JOB POSTING DETAILS

Employer	Motion LP (Motion LP)	Job Type	RI
Job Title	Administrative Assistant	Duration	Full Time
ES Job ID	13718	Location	Sault Ste. Marie
Date Posted	January 3, 2023	Closing Date	January 17, 2023

Job Overview - Description & Duties

At Motion, our purpose is to make life accessible.

Our compassion and knowledge set us apart. With kindness and expertise, we support individuals by delivering the right mobility, accessibility, personal care, and daily living solutions. We believe that providing people with comprehensive solutions empowers and fulfills us all.

Who we need

We are looking to add a skilled Administrative Assistant to our team in Sault Ste. Marie. This is an opportunity for a multi-tasker in the truest sense, someone who thrives on juggling multiple projects, demands and timelines all at once - and doesn't get overwhelmed doing so. You easily prioritize, assess and act on roadblocks to deliver solutions. You are dedicated to helping our clients live their most vibrant lives.

As an Administrative Assistant you will:

The Administrative Assistant's main objective is to provide comprehensive administrative support for Motion's Sault Ste. Marie location. This role will oversee the day-to-day financial responsibilities of the business, as well as provide backup support to our Sales Admin, Service Coordinator, and Customer Care positions.

- First line of support for outside Sales Representatives
- Manage administration of system updates, quotes, and orders
- Accounts Receivable collections and submissions
- Ownership of administration for 3rd party funding agencies - invoicing, application overview, submissions
- Orders invoicing
- Follow up on outstanding A/R and corrections required
- Processing payments
- Prepare and make bank deposits and perform other banking duties
- Support the team in any other areas required, including customer service (in person and on the phone)
- Act as back up to the front end team in the store

Required Skills

About You:

- Degree or diploma from a post-secondary institution, preferably in Business Administration or similar program
- 2+ years experience in a similar role, working in a Sales environment or customer-facing role. Experience with Accounting would be an asset.
- Detail oriented, with strong problem solving skills

- Highly organized, with exceptional communication skills (both written and verbal)
- Ability to quickly learn new systems and technology, with proficiency in Microsoft Office Suite. Experience with Navision would be an asset.
- Experience working with customers to find the best solution to fit their needs
- Must have clean criminal background check and be bondable.

Other Requirements

Why join we are Motion?

Joining us now for a chance to make an impact in people's lives, and help create a company environment you believe in! We offer:

- A comprehensive benefits package with recent updates to decrease the employee cost.
- We are making constant updates to mental health and wellness resources available to our employees.
- Goodlife fitness membership discount
- RRSP program with company matching
- Company cell phone
- Fun events
- A workplace that values our employees and supports their personal and professional development

How to Apply

Thank you for taking the time to consider joining us. If you want to be part of our team, express your interest here by submit your resume to: employmentsolutionsjobs@saultcollege.ca and quote Job ID #13718

Motion is an equal opportunity employer. We are committed to providing reasonable accommodations, if required, and will work with you to meet your needs. If you are a person with a disability and require assistance during the application process, please contact us.