ADMINISTRATIVE ASSISTANT

Pioneer Log Homes of British Columbia is hiring an Administrative Assistant to provide support in our dynamic office, starting in late summer. This position is three-fold, providing reception duties, administrative support, and performing accounts receivable duties. The applicant must have exceptional interpersonal communication, computer, and time management skills, be highly organized and a hardworking team player with the ability to work independently.

Job Duties:

- Reception duties including answering phones, directing calls, responding to inquiries, taking messages, and greeting clients in a professional manner;
- Providing administrative and office support duties for multiple people simultaneously;
- Preparing business correspondence;
- Maintaining Client Relationship Management (CRM) system;
- Maintaining Social Media presence;
- Creating Newsletters and Blog Posts;
- Making travel arrangements;
- Accounts Receivable duties including generating invoices and processing payments.

Skills and Abilities:

- Minimum 2 years reception/clerical experience;
- Dynamic, energetic, and enthusiastic with a positive, professional attitude;
- Methodical and thorough approach to work;
- Good at managing multiple tasks and prioritizing;
- Attention to detail;
- Ability to learn quickly;
- Impeccable telephone manners;
- Excellent written and verbal communication skills;
- Excellent computer skills;
- Proficient in the use of Microsoft Office;
- Experience with Quickbooks;
- Experience with Social Media platforms.

Wage commensurate with experience

CLOSING DATE: July 2, 2014

Anticipated start date: late August 2014

Apply:

- Via e-mail to: paula@pioneerloghomesofbc.com
- Via fax: 250-392-5581 (Attention: Paula)
- In person:

  351 Hodgson Road
  Williams Lake BC

No phone calls please.
Only those applicants selected for an interview will be contacted.