

Job Outline for Administrative Assistant

November 12, 2020

We are a small team of individuals, each with a specific focus, who are willing to do whatever it takes to tackle our next challenge together.

Job Overview:

- Basic accounting transactions (ie: payroll, payables & receivables, reporting)
- Clerical support (ie: organizing documents, database management, creating reports)
- Project work: (ie: research, sourcing & purchasing, coordinating with other divisions)
- Communications management (ie: mail and phone systems)
- Organization (ie: files, facility, events)

Requirements:

- Punctuality
- Training and experience in Word and Excel
- Solid math skills
- The ability to organize information and communicate or store it so it is useful to others
- Organized speaking and writing abilities
- Consistency, perform transactions with accuracy, efficiently and in appropriate priority
- Satisfied with working alone and with others with minimal supervision
- Committed to achieving deadlines
- Initiative in problem solving
- A love for learning and achievement
- Valid driver's license

Our team relies on each other to be transparent and to make decisions that are in the best interest of the company. We expect each other to promote our corporate values of joy, character, honour, and integrity at all times, as well as actively supporting our companies' leaders. We take confidentiality and discretion very seriously.

Why Work at S3?

Challenge, variety and opportunities to grow are characteristic of every position at S3. We also provide:

- Competitive salary
- RRSP matching and bonus programs
- Challenging, respectful work environment
- Comprehensive benefits package
- Educational & health allowances
- Advancement opportunities

Please apply by email to careers@S3enterprises.com.