



Administrative Assistant

JOB SUMMARY

The Administrative Assistant's function is to provide support to the Office Administration team whom are responsible for the company's paper flow and background processes. This would primarily include the formatting of documents, reception, and word processing. A further breakdown of tasks can be seen below.

DUTIES & RESPONSIBILITIES

- Data entry and accounting (with professional accounting support)
i.e. accounts payable, accounts receivable, invoicing and bank reconciliation
- Data entry and maintenance of various reports in Excel such as labour, vehicle, and invoicing
- Involvement in creating contract renewals and correspondence
- Reception and telephone management (land lines and mobile devices)
- Maintenance of filing documents both on our network and in hard copy form
- Maintenance of our customer contact list, site list, and employee information
- Involvement in generating the daily/weekly field staff schedule
- General office duties including cleanliness of our lunchroom and all common office areas, ordering of supplies both online and at shopping markets, weekly mail distribution, etc.
- Miscellaneous, other tasks as assigned

EDUCATION

- Post-secondary education an asset

EXPERIENCE

- Previous administrative experience including use of office applications such as Word, Excel and Outlook is necessary.
- Experience with Sage accounting software an asset

QUALIFICATIONS

- Punctual, trustworthy, and reliable
- Excellent interpersonal, written, and verbal English communication skills
- Strong business correspondence writing skills
- Ability to multitask and work in a fast-paced environment, and deliver timely results
- Positive and professional team attitude
- Ability to maintain confidentiality
- Strong attention to detail and time management/organizational skills
- Leadership and customer service experience an asset
- Strong proficiency in MS Office Suite (MS Word, Excel, PowerPoint, Outlook)

COMPENSATION AND PERKS

- Full-Time Monday to Friday 8:00am to 5:00pm (occasional overtime)
- Competitive wages \$18.00/hr + (depends on experience)



- 4% Paid Vacation
- All-Inclusive Staff Social Events
- SWAG/Prize Giveaways
- Education sponsorship
- Free In-House Seminar and University Program
- Benefits and Extended Health Care
 - Extended health care
 - Dental care
 - Vision care
 - Travel insurance
 - And more!
- Registered Retirement Savings Plan (RRSP)
- Employee Assistance Program
 - Counselling services
 - Online resources
 - Perks and discounts

OUR STORY

Since August 1, 1979 Para Space has been an award-winning leader in the Canadian landscape industry. We have been built on care for those we work for and those who work here. Our company has always provided progressive landscape maintenance programs, along with contemporary designs, installations, and ecologically conscious plant health care. We have been able to grow our operation through hard work, efficiency, innovation, and by enhancing the wellbeing of our employees.

OUR MISSION

- Enhancing the environment with reliable, high quality landscape services.
- Cultivating lasting relationships with our clients and team.
- Leading our industry with integrity and innovation.

OUR VISION

- Being recognized as the best and getting there with the best.

This is an entry level position with opportunity to grow and advance over time on a great team! To apply, **please email your resume and cover letter outlining your skills, experience and why you think you would be a good fit.**

Para Space is proud to be an equal opportunity employer, we are committed to creating an inclusive workplace for all our employees! Candidates: Please note we thank all applicants for their interest; however, only short-listed candidates will be contacted.