



## **JOB DESCRIPTION**

### **OFFICE ADMINISTRATOR**

#### ***Job Summary:***

Reporting to the Controller, the Office Administrator plays a key role in providing excellent customer service to both internal and external customers. In addition to being the primary customer interface, this position supports the accounting, human resources and sales departments to ensure a smooth and efficient working environment.

#### ***Primary Duties and Responsibilities:***

- Processing invoices, payments and issuing receipts for all sales transactions
- Performing Accounts Receivable duties, including processing new credit applications, creating customer accounts, making collections calls and providing Aged AR reporting.
- Performing Accounts Payable duties, including the timely processing of invoices and weekly cash submissions, maintaining vendor relationships and providing Aged AP reporting.
- Assisting the Human Resources Advisor with Human Resources functions, as necessary.
- Providing reception services, answering general customer inquiries and managing Winton's phone system.
- Distributing mail and processing courier shipments
- Identifying opportunities to improve systems and processes.

#### ***Qualifications:***

- A proven commitment to a safety-first culture
- A two-year diploma in Business Administration or Human Resources including at least one (1) accounting course
- Previous experience with Accounts Payable, Accounts Receivable and/or Human Resources functions would be considered assets
- Knowledge of the construction industry would also be considered an asset
- Accurate and detail oriented when performing data entry and working with numbers
- Strong active listening skills with the ability to communicate clearly and concisely, verbally and in writing
- Strong interpersonal skills with the ability to build long term customer relationships
- A proven self-starter who works well independently with minimal supervision
- Able to work as a member of a team by proactively assisting, supporting and cooperating with team members

- Sound judgement and problem-solving skills with the ability to refer issues, as appropriate
- Highly organized with the ability to multitask, prioritize workload and meet deadlines
- Flexible and adaptable to new information, changing priorities and deadlines
- Able to identify opportunities to improve systems and processes
- A high level of professionalism and confidentiality
- Strong keyboarding skills with computer proficiency with the Microsoft Office Suite and Business Central.

### ***Hours of Work***

This is a full-time permanent position requiring the incumbent to work 40 hours per week.

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