

Administrative Assistant

Transcona Roofing Ltd. is looking for a permanent, full time Administrative Assistant to join our team. The successful candidate must have high attention to detail, excellent problem-solving skills, and strong computer skills. The qualified candidate should have a minimum of 3 years accounting/administrative experience. Post-secondary education in accounting or business administration is considered an asset.

Roles and Responsibilities include, but are not limited to the following:

- Greet visitors.
- Answer telephone calls. This includes screening and forwarding all calls as appropriate and providing general information to callers as required.
- Customer follow up for past due accounts
- Bank deposits
- Sending invoices and statements to customers
- Weekly reporting of AR aging
- Applying payments to customer accounts
- Perform other clerical duties as required
- Other Accounting & Administrative tasks as assigned by the Controller

Key Qualifications:

- Demonstrate proficiency in MS Word, Excel (Intermediate to Advanced) and Outlook. ProContractor software knowledge is an asset.
- A dedicated and flexible team player with solid interpersonal and organizational abilities. In addition, the candidate must possess a high degree of professional maturity and be mindful of any degree of confidentiality required in this position.
- Reliable and adaptable.
- Excellent communication skills (verbal and written).
- Ability to work with minimal supervision

Transcona Roofing offers a competitive salary and benefits package. Salary will be dependent on level of experience/education. Please send your resume to melissa@transconarroofing.ca