

**Part-Time Entry Level Office Assistant required for a busy home office in Mount  
Albert in a fast paced, deadline oriented work environment.**

**Job Specifics**

- 20 hours per week with seasonal increases in hours
- Weekdays only

**Education**

- High School Diploma

**Experience**

- Previous office administrative work is an asset
- We are willing to train in job specific tasks

**Duties**

- Creating customer invoices
- Data entry on multiple tracking documents
- Data entry on Simply Accounting
- Creating and maintaining CanadaGap documents
- Creating and maintaining documents related to OH&S and WHIMIS
- Customer service
- Paper filing
- Providing general assistance to the office manager as required

**Qualifications**

- Proficiency with Microsoft Office
- Knowledge of Simply Accounting is an asset
- Tech savvy especially with cell phones and computers
- Ability to remain organized while multi-tasking
- Flexibility with job duties and willing to learn new tasks frequently
- Ability to work independently while meeting daily deadlines for timely jobs
- Attention to detail
- Punctual and reliable

**To Apply**

- Forward resume at [tpf.employment@gmail.com](mailto:tpf.employment@gmail.com)