



Position	Administrative Assistant
Hours of Work	Full time 35 hours per week Monday-Friday 10:00am-5:00pm
Wage	Starting at \$19-\$25 per hour with opportunity for sales commission

Job Summary

We are seeking a dependable, organized Administrative Assistant with strong communication skills to join our team at Wood Fires. In this role, you will be the backbone of our office operations, ensuring smooth daily functions and providing support to staff and customers alike. Your steady approach and attention to detail will help foster an efficient, welcoming environment where tasks are completed promptly and accurately. From managing schedules to handling correspondence, you will play a key part in maintaining our professional standards and enhancing overall productivity.

Responsibilities

- Manage front desk operations, including greeting customers, answering telephone and email inquiries with professionalism and effectively coordinate information to appropriate team members
- Provide exceptional customer service by supporting customers, vendors, and team members through clear communication and prompt assistance
- Perform clerical duties such as entering written invoices and reports in customer database, transferring data between software applications
- Support office functions by managing customer accounts, appointment scheduling, receiving and entering customer payments, organizing and maintaining customer files, ensuring accuracy and confidentiality
- Handle administrative tasks including processing mail, receiving orders, verifying packing slips and general office duties
- Maintain showroom appearance with general cleaning
- Sales training option with commission opportunity

Qualifications

- Prior office experience demonstrating strong organizational skills in a dynamic work environment
- Proficient with Microsoft Office Suite (Word, Excel, Outlook), Adobe Acrobat, and excellent computer skills for data entry and document management
- Prior clerical experience in an office setting is highly desirable
- Strong customer service background with excellent communication skills
- Planning and time management skills with ability to set priorities and adjust as the situation requires
- Ability to work independently and problem solve
- Ability to learn new software and processes

How to Apply

Apply to be part of our team dedicated to providing quality support in a positive work environment
Apply by email to jacob@mywoodfires.com or in person at 1013 Addington Road, Quadeville, ON K0J 2G0
We thank all applicants in advance, but only those selected for an interview will be contacted