

Administrative Assistant

Pre-Requisite

- Must be eligible to work in Canada, Permanent Resident, Canadian Citizen, valid Work Visa.

Company Overview

- *Interprovincial Corrosion Control Co. Ltd. (ICCC)* is a family-owned and operated professional Engineering & Manufacturing Company based in Burlington, Ontario. We have been in business for 65+ years and provide professional engineering services and the supply and manufacture of Corrosion Control/Cathodic Protection Materials to major “End-Users” throughout North America.
- *ICCC* provides on-the-job training as well as the opportunity to further personal skills and goals. *ICCC* encourages and promotes individuals with enthusiasm and initiative and provides a welcoming and professional working environment.

Position Summary

- Responsible for preparing customer correspondence in a technical environment and work with technical and sales department personnel.

Responsibilities and Duties

- Technical Correspondence/Quotations for customers and in-house.
- Preparation of Invoicing, Work/Sales Order, AP/AR, Data Entry.
- Preparation of Customs / Export Documentation.
- Work with and manage timelines set by Supervisor.
- Answering a multi-line telephone system in a timely manner.
- Screen and direct incoming calls to appropriate personnel and take adequate messages when required.
- Preparing letters, memos, e-mails, etc.
- Check and distribute incoming email.
- Maintain the general filing system and file all correspondence, (*occasionally*).
- Provide administrative support in order to ensure accuracy and timeliness of service.

Education & Experience Requirements

- College/University Education in related field (*Business, Administration*).
- Previous office experience (*3-4 years*).
- Proficient in Word & Excel - intermediate to advanced levels preferred.
- Ability to prioritize and multi-task daily responsibilities.
- Ability to work under pressure, occasionally, meeting strict deadlines.
- Attention to detail is important.

Benefits

- Opportunity for Advancement and Growth.
- Medical Benefits after Three (3) Months (*Extended Health Care & Life Insurance*).
- On-Site Parking.

Job Type

- Full time, Permanent, Days, Monday to Friday: 8:30am – 5:30pm

Salary

- To be determined

If you are interested in this position, please email resumes@rustrol.com or call us at 905-634-7751.
We look forward to hearing from you!