

## **OFFICE ASSISTANT NEEDED**

A full-time Office Assistant is needed in a retail/commercial building industry. This post requires diverse skills and experience in the administration of a busy office. Basic accounting, data entry – QuickBooks is preferred (enterprise and POS). Other duties include:

- Purchasing of materials
- Managing of inventory
- Shipping logistics
- Daily communication with company directors
- Some sales support
- Phone and business correspondence
- Must have some knowledge of Human Resources duties which include work permits, employee benefits programs
- Make travel arrangements

Must have attention to detail, be organized and have a sound work ethic. Please send resume to: **[loveabal99@hotmail.com](mailto:loveabal99@hotmail.com)**. **Deadline date November 4<sup>th</sup>, 2011.**