



Job Opening
LBJ Farm Equipment
Amherst, NS
Office Assistant
32 – 40 hours/week (flexible)

Job brief

LBJ Farm Equipment is looking for a competent Office Assistant to help with the organization and running of the daily administrative operations of the company in Amherst, Nova Scotia.

The ideal candidate will be a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. This person will be comfortable working with a high degree of attention to detail and discretion as well as incorporating new and effective ways to achieve better results.

Responsibilities

- Organize office and assist associates in ways that optimize procedures
- Sort and distribute communications in a timely manner
- Create and update records ensuring accuracy and validity of information
- Maintain trusting relationships with suppliers, customers and colleagues
- Perform receptionist duties including invoicing, generating purchase orders, create reports, filing, bank deposits, etc.

Requirements

- Working knowledge of office equipment
- Excellent organizational and time management skills
- Analytical abilities and aptitude in problem-solving
- Excellent written and verbal communication skills
- Computer proficiency

Please submit your cover letter and resume via email to:

Paul Jones
pauljones@lbjfarm.ca

We would like to thank all applicants for their interest; however, only those candidates selected for an interview will be contacted.