

**Bruce White Insurance Agencies Ltd,
The Co-operators
Amherst, NS**

Office Administration Assistant

Contract position to start – 35 hours – 37.5 hours weekly possible full time for the right candidate!

Possibility for advancement with licensing and training

Summary:

Provides administrative, secretarial and clerical support to others in the office to maintain an efficient office environment. Will report to the office manager

Main Job Tasks and Responsibilities

- receive, process and deposit payments in accordance with audit standards
- answer phones and transfer to the appropriate staff member
- take and distribute accurate messages
- greet public and clients and direct them to the correct staff member
- coordinate messenger and courier service
- receive, sort and distribute incoming mail
- monitor incoming emails and answer or forward as required
- prepare outgoing mail for distribution
- fax, scan and copy documents
- maintain office filing and storage systems
- update and maintain databases such as mailing lists, contact lists and client information
- retrieve information when requested
- update and maintain internal staff contact lists
- type documents, reports and correspondence
- assist with event planning and implementation
- monitor and maintain office supplies
- ensure office equipment is properly maintained and serviced
- perform work related errands as requested such as going to the post office and bank

Education and Experience

- High School Diploma or equivalent
- business college training an advantage
- previous office experience may be requested but this can also be entry level position
- competent computer skills including MS Office or equivalent
- internet skills including use of e-mails, group messaging and data collection
- numeracy and literacy skills

Key Competencies

- organization and planning skills
- work management and prioritizing skills
- verbal and written communication skills
- problem solving ability
- attention to detail
- accuracy
- flexibility
- reliability
- teamwork

Drop off or email your resume to wendi_chase@cooperators.ca
11 Industrial Park Drive

Only those selected for an interview will be contacted.
Thank you for Applying!