

**Job Description: Office Admin / Purchaser: Full-time - Amherst Production Facility**

Pay: ($15.00 starting)

Hours: Full Time 40 hours per week

Languages: English

Education: Highschool or GED Equivalent

Experience: None required, cabinetry experience/knowledge and/or data entry skills an asset

Security and Safety: Bondable, Criminal Record Check

Work Conditions: Fast-paced environment, work under pressure, attention to detail.

Who we are looking for: Great time management skills and a person who is organized. Someone with strong numeracy skills and high level of computer skills. Someone who can maintain a positive customer environment and problem solve on the go.

**Apply by January 17th, 2020**

**In person to: Nova Scotia Works CANSA**

 **Employment Services Center**

 **63 East Victoria Street**

 **Amherst, NS B4H 4E1**

**Via email:** **brent.noiles@cansa.ca**

Only those selected for interviews will be contacted. No phone calls please.