

**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: Employer is willing to provide training but would consider training in the following areas to be strong assets: a) cabinetry experience/knowledge, b) cabinetry assembly, placement, measurements/dimensions; c) experience in ordering supplies and components d) data entry skills and operations of programs such as Microsoft Suite, Gmail Suite, Adobe, Excel, QuickBooks. e) experience with payroll, record keeping and general office administration duties as required.

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. A person who is a good communicator, can work within a small team and has an eye for detail. Someone who can maintain a positive customer environment and problem solve on the go. A person who is willing to learn and take direction. Someone who wants to be a team player.

**Apply by February 14th, 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.