

Cahill Electric Inc.

Office Assistant Position – Full-Time



Cahill Electric is a medium size electrical contractor that has been serving the Greater Hamilton Area since 1982. During the last few years we have grown in size and are looking to add a member to our team. We are currently looking for an Administrative Assistant who is professional, is a strong communicator and is highly organized.

This position requires an individual who is friendly, energetic, and will provide a personal and welcoming touch as the initial point of contact for our clients. Working directly with the Office Manager, this position provides administrative support to Management, Project Managers and Estimators, all within a fast paced office environment.

Job Description:

- **Perform general administrative duties & provide clerical support**
- **Answer incoming phone calls and emails**
- **Process all incoming mail**
- **Prepare documentation for management, project managers and Joint Health and Safety Committee**
- **Prepare / process accounts payable and receivables**
- **Process payroll**
- **Basic bookkeeping entries**
- **Process customer invoices**
- **Prepare meeting minutes**
- **Attend Health & Safety meetings and maintain Health and Safety documentation.**

Qualities

- **High level of professionalism and business ethics**
- **Ability to multi-task**
- **Demonstrates excellent time management skills & communication skills**
- **Reliable, punctual and can work independently**

- **Strong problem solver**
- **High level of integrity, and understands the importance of confidentiality**

Qualifications:

- **Minimum of 1 – 3 years of office administration experience or office administration program**
- **Excellent organizational and communication skills**
- **Exceptional time management skills**
- **Proficient in Microsoft Word, Excel, Outlook, PowerPoint**
- **Basic bookkeeping knowledge**
- **Experience with accounting software is an asset, preferably Sage 50.**
- **Experience with Health & Safety Rules and Regulations and or Health and Safety programs would be an asset**
- **Valid driver's license, access to reliable transportation preferred**

Hours of work:

Monday to Friday – Days (Hours - TBD)

Salary is based on education and/or experience.

If you think you are the right candidate for this position, please send your resume to info@cahillelectric.ca. We thank you for your interest, but please note that only qualified candidates will be contacted.