

On-Grade Construction

St. George's, NL

Required: Office /Business Administrative Assistant with Payroll & Accounting

Required Immediately. Deadline for applications: Friday, September 23, 2016.

We are currently seeking a highly motivated self-starting individual to assist in the day-to day running of our fast-paced multi-faceted office setting. Must possess strong organizational skills and the ability to multi-task with ease, focusing quickly from one project to another.

Duties include, but not limited to: General day-to-day running of the office, emails, correspondence with clients, accounting, payroll, scheduling, inventory tracking and control, audits, able to provide accurate quotes to potential clients inquiring about our costs for services and construction materials within our structured guidelines, setting up Purchase Orders, Maintain excellent records management, being proficient in **Micro Soft Office** and other software, such as **Quick Books** used in Payroll and Accounting.

Must possess excellent oral and written communication skills, complimented with at least 2 year's experience, working in the office setting as Office/Business Administrative Assistant. Experience in Construction Industry office would be considered a definite asset.

Qualifications: At least two year's experience in the office setting, with an emphasis on the business aspect. Diploma in Business/Office Administration with concentration on Payroll and Accounting.**Salary:** Commensurate With Experience.

Please note: We value every person's application, and thank you for our submission, but only those selected for an interview will be contacted. We thank all who apply for their interest. We are an equal opportunity employer.

If interested, please forward your resume and cover letter to:

c.foote@personainternet.com