



Life/Work = Balance
9am - 4pm
Administrative Assistant – Accounting / Customer Service
Great In Office Position
Brampton, Ontario, Canada

The right fit is essential! Looking for a new home and love administrative roles where you can have fun helping people in a great office environment?

In this role, you'll handle a variety of office administration tasks; handling inbound calls, managing orders, coordinating shipments, and handling various types of documents. Each day, you'll use your customer service mindset as well as your strong attention to detail. Some of the detail work you'll handle includes tasks with Sage 50 Accounting, processing orders, and speaking with customers.

As a women-led business, Anomet strives to exceed our clients' expectations by continually providing unmatched customer service, in depth product knowledge and timely delivery of superior quality products. Customer satisfaction is our number one priority.

Not only will you need to ensure each customer request is taken care of, but you'll also be looking ahead and anticipating problems so you can create an amazing client experience. Interested and experienced candidates please send your resume & salary expectations to careers@anomet.com

Must Have Experience:

- Initiative – Without fear or hesitation, proactively identify what needs to be done and get it done
- 5-years of experience in the OEM environment
- 5-years of experience as a go getter
- Willingness to jump in and do what needs to be done to provide an exceptional customer experience
- Unmatched attention to detail

Proficiencies:

- Accounting Skills – Sage, QuickBooks
- Computer Skills - Microsoft Office, Excel, Word, etc.
- English as the primary language – French is an asset
- Professional Appearance – Be able to greet a client or vendor with a winning appearance and attitude
- Teamwork – Balance team and individual responsibilities, take initiative while still supporting team environment
- Communication - Ability to deliver thoughtful ideas, using both excellent written and verbal skills with
- Planning/Organizing – Prioritize and plan work activities, using time efficiently, setting goals and objectives
- Positive Relationships - Build long-term trusting relationships with clients & vendors

Benefits:

- In Office - Monday to Friday - 9am to 4pm
- \$ 50,000 per year
- Quarterly performance bonus*
- Work from our professionally renovated offices with a strong and enthusiastic team
- and more...

Anomet has experienced continuous growth year after year. We are looking for an eager self- starter to take on this role to help us continue this phenomenal success. Entrepreneurial values, a “can-do” approach to life and a willingness to learn is essential. Created from our founders' solid vision for success, the Anomet experience is based on three core values that touch everything that we do:

Experience & Expertise ~ Customer Driven Service ~ Superior Products

To be eligible for this position, you must be able to work in our offices full-time, legally be permitted to work in Canada without any additional sponsorship support from Anomet Inc.

**** Note to Employment Agencies ****

Only contact Anomet if you actually have an outstanding candidate to present – Thank you
We are grateful for your interest in Anomet, however, only the candidates selected for an interview will be contacted