



Career Opportunity

Office Administrative Assistant

The Office Administrative Assistant will take responsibility of friendly service to customers, work together with other office administration as a team player, and prioritize work.

Duties Include:

- Entering time sheets
- Filing
- Data information/entries as needed
- Answering phones
- Keeping a clean and organized work area
- Other administrative duties as required

The successful applicant should:

- have knowledge and experience with Microsoft Office suite
- be at least 18 years of age
- be self motivated
- be proficient at multi-tasking
- have knowledge with Loggers Edge (preferred)

Please submit resume to jim@ften.ca

Position will remain open until a suitable candidate is found.

We thank all applicants; however only those selected for an interview will be contacted.