



## Administrative Assistant

Mackie Moving Systems

Dartmouth, NS

Full-time, Permanent

### Mackie Moving Systems



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### Responsibilities:

- Answer phones and direct all incoming calls to appropriate resources of Mackie's various divisions promptly and efficiently
- Compose correspondence, reports, and presentations as required. Including minute taking and data entry.
- Assist with the planning and organization of meetings and special events
- Maintain a professional image and demeanor with all employees, management, executives and visitors at all time
- Act as first point of contact to greet and direct visitors
- Arrange and prepare required documents for all courier shipments
- Provide administrative support to the Human Resources department
- Receive, sort and distribute incoming mail and/or email
- Performs other duties as required

### Qualifications:

- Post-secondary diploma
- Minimum of 2 years' experience in reception, customer service and/or administrative support
- Strong multi-tasking skills
- Requires exceptional communication skills including writing (memo, presentations, correspondence, and email) and verbal skills
- Comfortable dealing with all levels of the organization

- Professional telephone manner and exceptional customer service skills
- Proficient in MS Office (Word, Excel, and Powerpoint), Outlook
- Friendly, professional and outgoing
- Bilingual (French) an asset, but not required

**Please note the responsibilities and qualifications/skills listed above are only partial lists.**

Job Types: Full-time, Permanent

Benefits:

- Dental care
- Extended health care
- On-site parking
- Vision care

Schedule:

- 8 hour shift

Education:

- Secondary School (preferred)

Experience:

- administrative assistant: 1 year (preferred)
- receptionist: 1 year (preferred)

Work remotely:

- No

1 day ago

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