

Administrative Coordinator

Location: Brandon, Manitoba

Job Type: Full Time

Hours: Monday – Friday, 8:00 AM to 5:00 PM

Salary Range: dependent upon qualifications

Glendale Industries Limited is a metal fabrication facility in Brandon Manitoba. Glendale has been in business since 1984.

Glendale Industries is a member of the Atom-Jet Group. The Atom-Group has over 80 employees and recently received the Manitoba Chamber Outstanding Long-Term Achievement Award.

Benefits

Glendale recognizes that the people within our team are our most valuable asset, and because of this Glendale provides its employees with:

1. A comprehensive benefit package
2. Pension matching
3. Competitive salaries and wages
4. Work-life balance
5. Regular social events

Job Summary

The Administrative Coordinator is responsible for ensuring the effective operation of all administrative functions.

The key responsibilities of this position include the following:

- Accounts payables entry
- Planning and preparing cheque runs
- Preparing daily and monthly bank and other reconciliations
- Assist in completing bi-weekly payroll.
- Invoicing customers and completing accounts receivable collections
- Phone reception and greeting all customers entering the business.
- Coordinating and organizing internal social events
- Working with the rest of the administrative team to make continuous improvements to the ERP and other systems in the business.
- Assisting and supporting other departments as needed

Requirements

Experience – Experience with accounts payable is strongly preferred but training will be provided to the ideal candidate.

Education – Business Administration diploma or work towards this is an asset but is not required.

Skills – Applicant must have the ability to meet deadlines, work in a collaborative team setting, multitask, possess strong organization skills, and be able to work well with Microsoft Office and ERP programs.



CAREERS

Attributes – Looking for a self-motivated individual with a positive attitude who works well with others and possesses excellent customer service skills.

HOW TO APPLY

Please forward resumes via email to hr@glendaleind.ca Re: Administrative Coordinator or apply in person.