

## Job Outline for: Administrative Assistant - Part-Time

May 20, 2016

At S3 Wireform, we are a small team of individuals each with a specific focus who are willing to do whatever it takes to tackle our next challenge together

### Job Overview:

- Provide administrative assistance in a confidential, professional manner
- Creation of various forms/spreadsheets, and/or revising existing forms/spreadsheets
- Compiling data required by different departments
- Data entry
- Filing, when required
- Project management as assigned
- Perform other tasks as assigned
- Ensure all tasks are performed with the highest regard for safety, as outlined in our Safety Manual
- Ensure quality, as outlined in our Quality Manual, is inherent in all tasks performed

### Requirements:

- Minimum of Grade 12 Diploma, or equivalent
- Training in office work, business administration, or education in related field
- Strong administrative and organizational skills
- Must be accurate and detail oriented
- Ability to multitask and meet deadlines
- Good command of both written and oral English communication skills
- Proficient with Microsoft Office applications
- Capable of adapting to and learning new software applications
- Positive and co-operative team player
- Capable of working with minimal supervision

### Why work with us?

*Challenge and opportunity typify every career at S3. In addition, we offer:*

- Competitive salary
- Advancement opportunities
- Challenging, respectful work environment
- Minimum of 20 hours per week and available for additional hours when need arise.

Please apply by email to [careers@S3wireform.com](mailto:careers@S3wireform.com).