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Job Overview: Administration Support

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S3 Manufacturing is a dynamic team focused on bringing capacity, convenience and efficiency to clients. Every project, from small widgets to fully assembled equipment is approached with a long term commitment to quality and value in every detail.

The responsibilities of the Administration Support will include:

- Answer and direct phone calls
- Sort and deliver all incoming mail and faxes
- Type letters and create various other documents, forms or spreadsheets
- Prepare documents for mailing
- Prepare courier documents
- Provide office support by way of data entry and analysis, filing, scanning and photo copying, in a confidential, professional manner
- 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

Skills & Qualifications:

- Minimum of Grade 12 Diploma, or equivalent
- Completion of office education course, or equivalent
- Receptionist experience, or previous comparable job experience
- Strong administrative and organizational skills
- Possess good command of oral and written English
- Competent with Microsoft software
- Ability to manage a range of priorities
- Ability to multitask and meet deadlines
- Positive and co-operative team player
- Capable of working with minimal supervision

Why Work With S3?

- Competitive salary
- RRSP
- Advancement opportunities
- Comprehensive benefits package
- Educational & wellness allowances
- Challenging, respectful work environment

Please apply by email to careers@S3mfg.com.