

Administrative Assistant RHW Metals Inc.

Job Brief:

RHW Metals, Inc. has been a leading distributor of carbon and alloy round bar for 37 years. RHW continues to grow and we are currently looking for a responsible Administrative Assistant to work part-time performing a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to our managers and employees, particularly the Accounting Department, and assisting in daily office needs. Some experience in Accounts Payable and Accounts Receivable is preferred.

Job Description:

As the Administrative Assistant, you will be responsible for maintaining appropriate filing systems, entering in new Customers and Vendors into our metal software, and assisting the Accounting Department where needed. The ideal candidate should be efficient, organized, and have excellent oral and written communication skills. If you also have previous experience as a Secretary or Executive administrative assistant and familiarity within our industry, we'd like to meet you.

Major Job Responsibilities include:

- Carrying out administrative duties such as filing, typing, copying, binding, scanning etc
- Maintaining computer and manual filing systems
- Entering new Vendors into our system
- Sending out Credit Applications and entering new Customers into our system
- Writing correspondence memos and letters for office employees
- Answering and directing phone calls when Receptionist is out of the office
- Covering the reception desk when required

Requirements:

- Knowledge of office management systems and procedures
- Proficiency in MS Office (MS Excel and MS Word, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus

PLEASE E-MAIL RESUME TO CAREERS@RHWMETALS.COM