



ADMINISTRATIVE PERSON

FULL-TIME

(\$18 - \$20 based on experience)

HOURS: M-F w/flexible start/end time

JOB DESCRIPTION:

Administrative persons perform clerical and/or bookkeeping functions in the store. The Administrative Person will work with both the Receiver and the Bookkeeper to create purchase orders, receive stock into the POS system, and perform junior bookkeeping tasks. Responsibilities include but are not limited to: preparing deposits, taking payments, bookkeeping data entry tasks as assigned. They may also work on the sales floor and/or relieve cashiers as needed. Administrative persons must perform all functions assigned to them with sufficient speed and accuracy to support store efficiency and a high level of customer service. The Administrative Person will work closely with the Owner-Dealer, the Bookkeeper and the Receiver as part of the Office Team. We are willing to train the right person.

DUTIES / RESPONSIBILITIES:

- Maintain current records on accounts receivable, and accounts payable.
- Provide customers with accurate account balance statements in a timely manner.
- Maintain sales records by transferring daily transaction reports and entering them into the store's financial records.
- Prepare monthly inventory and cycle counting in conjunction with senior staff.
- Data entry of daily records, and invoices.
- Working with the Receiver, check all invoices for accuracy against purchase orders and/or receiving reports.
- Orders supplies, including forms, stationary, register tape, etc., in a timely manner.
- Prepare information for data entry in accordance with company policy.
- Answer telephone calls.
- Telephone suppliers, other employers, customers, government offices, etc. as necessary.
- Provide for security and respect the confidentiality of all documents so that only authorized personnel may view the documents.
- Relieve cashiers and/or counter personnel when necessary.
- Assist on the sales floor if necessary.
- Make announcements over the public address system.
- Participate in meetings, training sessions, conferences, etc. whenever possible.
- Process daily mail.
- Operate electronic ordering equipment, computer, copier, fax machine, and other office equipment.
- Work on special projects as assigned by management, after determining their priority in relation to your other duties.
- Maintain professional confidentiality of all store and customer records.
- Work on additional duties and assignments as assigned by management.
- Work in a safe manner in accordance with provincial and federal safety legislation. Report any potential hazards and unsafe behavior to management in order to have the situation corrected.

**QUALIFICATIONS:**

- High School graduation or equivalent.
- Interest and ability to learn new skills.
- We are willing to train the right person.
- Ability to work co-operatively in a team environment.
- Ability to communicate effectively with management, co-workers, and the public at large in person, over the public address system, and by telephone.
- Ability to read and interpret written or printed information, as well as data presented in numerical or statistical form, and prepare reports, invoices, etc.
- Ability to operate office equipment necessary to perform assigned tasks efficiently and safely, including a computer, fax machine, copier, and point-of-sale (POS) system.

WORKING RELATIONSHIPS:

- Reports directly to the Bookkeeper, Receiver, Manager, and Dealer-Owner(s).

INTERESTED APPLICANTS, PLEASE SUBMIT YOUR RESUME TO:

Bookkeeper.nihhbc@gmail.

North Island Home Hardware

Port Hardy BC