



ATLAS POLAR COMPANY LIMITED HAS AN OPENING FOR A FULL TIME ADMINISTRATIVE ASSISTANT.

TASKS

This job includes sharing the responsibility with another Administrative Assistant including, but not limited to the following:

- Customer support
- Typing of all correspondence, quotations, faxes, memos, letters etc.
- Maintaining and updating databases.
- Scheduling appointments and preparing material for our in-house training program
- Switchboard relief
- Data entry

QUALIFICATIONS

- Accurate typing skills
- Good computer knowledge, both AS400 and PC based (MS WORD and EXCEL)
- Dicta phone knowledge helpful
- Excellent interpersonal, communication and problem solving skills
- 3-5 years of administrative experience
- Good written and verbal communication
- Ability to work independently and in a team environment

This is a full time position with benefits, includes a company pension plan.

Please email your resume to mfg@atlaspolars.com
No phone calls please.