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# Branch Office Administrator

**Employer:** Edward Jones  
**Posted:** 17 months ago  
**ES Job ID:** 13981  
**Sector(s):** Office & Administration

**Closing Date:** March 28, 2023  
**Location:** Sault Ste Marie  
**Duration:** Part Time

## Job Description:

Hours: 12 - 15 per week

Edward Jones, a full financial service company in Sault Ste. Marie is recruiting an Branch Office Administrator to add to their team.

## Required Skills:

The position is administrative in nature. The ideal candidate is a person with great communication skills, good organizational skills, verbal and written skills, as well as the ability to use applications like Outlook, Word, Excel and social media. Ideally, they will have people skills with the ability to make and answer calls from existing clients.

## How to Apply:

Please submit applications to: [Crysta.Bell@edwardjones.com](mailto:Crysta.Bell@edwardjones.com)

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