



SAULT  
COLLEGE



Employment  
Solutions

**YOUR JOB IS OUT THERE.  
WE'LL HELP YOU FIND IT.**

# Branch Office Administrator

**Employer:** Edward Jones  
**Posted:** 12 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)

**SAULT STE. MARIE**  
[WEBINQUIRYSSM@SAULTCOLLEGE.CA](mailto:WEBINQUIRYSSM@SAULTCOLLEGE.CA)  
705.945.0705

477 Queen Street East, Suite 203  
Sault Ste. Marie, ON P6A 1Z5

**BLIND RIVER**  
[WEBINQUIRYBR@SAULTCOLLEGE.CA](mailto:WEBINQUIRYBR@SAULTCOLLEGE.CA)  
705.356.1611

1 Industrial Park Road, Suite 205  
Blind River, ON P0R 1B0



SAULT  
COLLEGE



Employment  
Solutions

Canada

EMPLOYMENT  
ONTARIO

Ontario