

Office Administrator

Employer: Gardiner Marine Ltd.

Posted: 3 months ago

ES Job ID: 14317

Sector(s): Office & Administration

Closing Date: June 06, 2023

Location: Richards Landing

Duration: Full Time

Job Description:

Full-time office administrator.

The role would include customer relations, scheduling, basic bookkeeping, point-of-sale transactions, and file management.

Competitive wages and benefit options are available. The position is available immediately.

Required Skills:

Previous experience and computer skills are required.

Microsoft Office suite and Quickbooks proficiency are preferred.

How to Apply:

Please send your resume to: scott@gardinermarine.com

Gardiner Marine is an equal opportunity employer!