

## **Administrative Assistant**

Slumber Inn - New Minas, NS

This position requires Bachelors in Commerce/Accounting or at least 5 years of experience related to job. Job duties are not limited to below mention.

- Recording accounting transactions on daily basis
- Prepare, key in, edit and proofread invoices, daily sales report, A/R report, Charge reports etc.
- Maintaining company weekly sales report.
- Keep paperwork organized by establishing and organizing files, Meeting deadlines.
- Open and distribute incoming electronic mail and other material and co-ordinate the flow of information internally and with front desk and management.
- Schedule and confirm appointments and meetings of employer.
- Preparing P/L Statements , cash flow statements and Bank reconciliation
- Order office supplies as needed.
- Answer telephone and electronic queries and allocate telephone calls and messages
- Set up Sage 50 software, maintaining chart of accounts and data entry
- Determine and establish office procedures
- Record and prepare minutes of meetings
- Arrange travel schedules and make reservations with general manager
- Compiling data and analyzing product pricing and finding the best alternative.
- Supervise front desk on audit procedures and amending mistakes if needed
- Managing conference calls with suppliers/vendors
- Determining bad debts/AR and devising plan for recovery
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Employment Requirements:

- Completion of Bachelors in Commerce is mandatory
- Clerical experience of at least 2 years is required
- Accounting knowledge will be preferred.
- Sage 50 software knowledge is preferred but not mandatory

Job Type: Full-time

Salary: \$18.00 to \$19.00 /hour

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