

# Office Administrator

McMunn & Yates Building Supplies - Keewatin, ON

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McMunn & Yates Building Supplies Ltd., a leading supplier of building materials and construction products, is currently accepting applications for the position of Office Administrator in Keewatin, ON.

Office Administrator – Keewatin Branch

We are looking for an enthusiastic individual who is ready to join our team. Your duties will include:

General customer service duties, accounts receivable maintenance, cashier duties and office administration including daily cash reconciliation and filing.

This position assists in hiring and orientation of new staff, submitting employee payroll and creation of work schedules.

The Office Administrator is a key part of the overall store function and thus a close working relationship with all departments is essential.

We are looking for individuals who have great organizational and time management skills, works well in a team environment and values professional customer service.

If you would like to build your career with our company, please forward your resume with cover letter, in confidence to:

McMunn & Yates Building Supplies

Keewatin Branch | 1666 Highway 17 W Keewatin, ON P0X 1C0

Attn: Darcy Morton

We thank all candidates in advance; however only those selected for an interview will be contacted.

Job Type: Full-time

Experience:

- office administration: 1 year (Preferred)

Location:

- Keewatin, ON (Preferred)