



*Audits, Inspections and Training Since 1996*

**Gambit Industrial Health and Safety Consultants Inc.**

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## Current Job Opportunities

**We are currently accepting resumes for:**

Part-Time Administrative Assistant

### **Administrative Assistant Position Details:**

**Salary:** \$12.00 hourly for 16 hours/2 days per week

**Anticipated Start Date:** As soon as possible

### **Skill Requirements:**

**Education:** Some college/CEGEP/vocational or technical training

**Experience:** 2 years to less than 3 years

**Languages:** Speak English, Read English, Write English

**Business Equipment and Computer Applications:** Windows, General office equipment, Electronic mail, MS Word, Excel, Simply Accounting, Quick Books, MS PowerPoint, Internet browser

**Typing (Words per minute):** 61 - 80 wpm

**Technical Terminology:** Business

**Area of Specialization:** Reports, Forms and records, Invoices, Correspondence

**Specific Skills:** Type and proofread correspondence, forms and other documents, Receive and forward telephone or electronic enquiries, Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases, Sort, process and verify applications, receipts and other documents, Process incoming and outgoing mail manually or electronically, Send and receive messages, Perform basic bookkeeping tasks, Prepare invoices and bank deposits, Provide general information to clients and the public,

Order supplies and maintain inventory, Photocopy and collate documents for distribution, mailing and filing

**Security and Safety:** Bondable

**Work Conditions and Physical Capabilities:** Fast-paced environment, Work under pressure, Tight deadlines, Repetitive tasks, Combination of sitting, standing, walking, Sitting for extended periods, Bending, crouching, kneeling

**Transportation/Travel Information:** Own transportation

**Essential Skills:** Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Significant use of memory, Finding information, Computer use, Continuous learning

### **Other Information:**

- Self-motivated
- Professional
- Energetic and friendly
- Great time management
- Able to multi-task
- Fast-paced environment
- Quick learner
- Two days a week

**Apply by e-mail:** [info@gambitsafety.com](mailto:info@gambitsafety.com)

**NO PHONE CALLS PLEASE**

***“Your First Move towards a Better Health and Safety Program”***

**Client Service Centre:** 355 Elmira Road North Unit 110, Guelph, Ontario N1K 1S5

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