

Great People! - Great Work! – Great Company!

Standard Manufacturers Services Limited is committed to our people, systems, engineered solutions and efficient manufacturing processes. This enables us to meet the needs and provide exceptional service to our customers. Standard Manufacturers Services Limited serves the North American market specializing in Aluminium Castings, CNC Machining, Heat Treating, Fabrication and Assembly.

We are presently recruiting **Administrative Assistant** to join our dynamic team.

At **Standard Manufacturers Services Ltd** we advocate a value driven culture through:

- Respect for People
- Quality and On Time Delivery
- Responsive to Customers Needs
- Continuous Improvement
- Credibility and Trust
- Teamwork

Responsibilities of role:

- Prepare, key in, edit and proofread correspondence, invoices, reports and related material from email correspondence and handwritten copy.
- Open and distribute incoming regular and electronic mail and other material and co-ordinate the flow of information internally and with other departments within SMSL.
- Answer and screen telephone and electronic enquiries and relay telephone calls and messages.
- Schedule and confirm appointments and meetings for staff members.
- Match pack lists with invoices.
- Code accounts for payables.
- Enter payables into the ERP system.
- Greet visitors; determine nature of business and direct visitors to appropriate person.
- Provide administrative and clerical support to staff members.
- Order office supplies and maintain inventory.
- Determine and establish office process and procedures.
- Maintain appointment diaries either manually or electronically.
- Maintain appearance of front reception area, boardroom and President's office.
- Ensures knowledge of staff movements in and out of organization.
- Answers inquiries from the public and customers.
- Ensures knowledge of staff movements in and out of organization.
- Support Standard Manufacturers Services LTD's Lean initiative.
- Any other duties that may be assigned.

Working Conditions/ Physical Capabilities:

- Administrative Assistant is frequently exposed to a regular flow of people through the reception area.
- Administrative Assistant must be organized and must be able to coordinate with different departments.
- Must be able to work as part of a team.
- Administrative Assistant is frequently changing priorities.

Employment Requirements:

- Completion of high school is required.
- Post-secondary education is an asset.
- Excellent computer skills.
- Excellent verbal/ written communication skills.
- Knowledge of Microsoft office is a must.
- Adaptable to changing priorities.
- Able to meet deadlines.
- Must be friendly and energetic

Please submit your cover letter and resume in confidence to: