

Administration/Sales Support – Promote Me Inc. Richmond Hill

Full-time

Permanent

Start date: As soon as possible!

Growing busy office looking for someone to join our 'work family'. The ideal candidate enjoys going into an office daily, working hard and takes pride in what they do, knowing that their support is the foundation in helping the business succeed and grow.

Someone who is:

Passionate, has excellent communication skills, both oral and written. Ability to multitask. Detail oriented. Reliable. Self motivated. Comfortable working independently or as part of a team.

Day to day tasks include:

Directing incoming calls. Perform various clerical duties on an as-needed basis. Shipping/receiving (as needed). Back up support for other team members when needed.

Please email resume to: craig@promoteme.ca (Richmond Hill area)