

Job Title: Assistant Office Manager

Job Location: The Deck Yard- 419 Ofield Rd S, Dundas ON

Website: www.deckyard.ca

Phone #: 905-689-4774

Contact Email Address: office@decks.ca



The Deck Yard Assistant Office Manager

We are looking for an assistant office manager to join our lumber yard team. This position involves providing customer service, performing general office duties and a variety of bookkeeping responsibilities. We require an organized individual with excellent communication skills. This position is full time and can lead to the office manager role.

Responsibilities:

- Assisting customers in a retail environment
- Administrative duties
- Accounts payables and receivables
- Order entry and invoicing
- General marketing duties

Qualifications:

- Post-secondary degree/diploma in the area of business, office administration, marketing, accounting or any other related program
- Previous accounting/bookkeeping experience
- Experience working with Simply and/or Accpac software is an asset
- Proficiency in Excel & MS Office
- Intermediate working computer knowledge in MS Office Suite
- Retail experience
- Strong work ethic towards building and expanding the company
- Must have a valid driver's license
- Excellent communication skills; written, electronic and oral
- Must have strong attention to detail
- Must be able to work well with others and in a team atmosphere

About The Deck Yard:

We are the supplier for the largest deck company in Canada located in over 65 cities. With franchises located predominantly in Ontario, we have excelled by providing top quality low maintenance materials combined with excellent customer service. With over 30,000 projects completed and more than 30 years' worth of experience, we have become a leader in the deck building industry. Great opportunities exist for an organized, experienced individual who is looking to join our growing company.