

Office Administrator

Lumisave Industrial LED is looking for a dynamic self-driven individual to fill the Office Administrator position. If you have a dynamic personality and enjoy working in a diverse role then this opportunity is for you.

Reporting to the General Manager, you will be responsible for the day to day office administration as well as the bookkeeping aspect of the company while providing support to the Lumisave team.

In this role, you shall receive a competitive wage and employer funded extended health and dental coverage.

Job Requirements:

- 2-3 years' bookkeeping and office administration experience. Sage 50 experience shall be considered an asset
- 1+ year's customer service/ sales experience shall be considered an asset
- Able to fully utilize the Microsoft Office suite effectively
- Self-driven
- Proven record of success
- Outstanding interpersonal skills
- Valid driver's license
- Ability to effectively work alone and as part of a team
- Comfortable in a computerized environment
- Excellent verbal and written communication skills

Lumisave is an equal opportunity employer and welcomes applications from all individuals legally entitled to work in Canada.

To apply, please email your resume with cover letter including wage expectations to:

hr@lumisave.com

While we thank all applicants for their interest, only those selected for interview shall be contacted.