

Administrative Assistant – English and French

Location: Quebec City

Béland Organic Foods, an organic food brokerage, wholesale and marketing company is presently seeking candidates for a permanent part-time Administrative Assistant – 24 hours /week.

The company established in 1992 in British Columbia has offices in Vancouver, Toronto and Québec city. The Administrative Assistant will report directly to the President.

JOB DESCRIPTION

Duties to include:

- Provide administrative support to the company;
- Provide administration support to the sales representatives in Ontario and British-Columbia;
- Account receivables: maintain account invoice logs, follow-up on unpaid invoices;
- Update company catalogues, price lists and contact books;
- Complete and file registration forms with distributors and retailers;
- Assist with food show preparation and organisation;
- Maintain electronic file and paper systems;
- Prepare quarterly sales and money charge back tables and charts;
- Prepare brokerage proposals and contracts;
- Maintain retailers database East and West;
- Update bulk ingredients price structure, price lists and order forms;
- File medical reimbursements requests for the President;
- Prepare and send shipping damage claims;
- All other tasks determined by the President.

REQUIREMENTS

A minimum of 3-5 years' experience in an administrative role;

Excellent written and spoken English, ability to communicate well in French, written and spoken;

Strong administrative, organizational and interpersonal skills;

Excellent computer skills (MS Office)

Detail-oriented, proactive and autonomous;

TERMS OF EMPLOYMENT

Salary \$25/hr depending on qualifications and experience.

3-month probation period

Start date: As soon as possible