



Administrative Assistant

Hourly wage: starting at \$16.00

Min. Hours per Week: 40

Duration: April – September

Location: Onslow, NS

Tasks and Responsibilities:

- Operate point of sale for farm and retail customers
- Communicate with customers over phone and email
- Assist with processing of orders and preparation of shipping documents

Job requirements:

- Proficient in Microsoft suite of programs
- Friendly and professional customer service manner
- Ability to work with others on tasks or projects
- Proficient in verbal and written communication
- Leadership skills; ability to take initiative and work independently
- Ability to manage time around tasks at hand
- Strong attention to detail
- High regard for quality, accuracy, and organization
- Willingness to work overtime hours