

ADMINISTRATIVE ASSISTANT

PRAIRIEMOBILE COMMUNICATIONS, a leading supplier of wireless communications products with 14 branches across the Prairies and NW Ontario, has an immediate opening for a full time Administrative Assistant at our 8th Street location in Saskatoon.

Responsibilities include answering a switchboard, reception, processing customer invoices and payments, preparing bank deposits, reports, reconciliations, mail, filing, and various other duties.

The successful candidate will have a minimum of one year of office/accounting experience, be proficient in Microsoft Word, Excel and Outlook, possess excellent telephone, interpersonal and organizational skills, and have the ability to maintain a high level of accuracy in processing daily business transactions. Experience working in a multi-company organization and with inventory transactions is an asset.

Please email your resume and cover letter to hr@prairiemobile.net

www.prairiemobile.com

