

## ADMINISTRATIVE ASSISTANT

PRAIRIE**MOBILE** COMMUNICATIONS, a leading supplier of wireless communications products with 13 branches across the Prairies and NW Ontario, has an immediate opening for a full time Administrative Assistant at our Albert Street location in Regina.

Responsibilities include answering a 5 line 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](mailto:hr@prairiemobile.net)

