

## ADMINISTRATIVE ASSISTANT

Imperial Radio Service Ltd., an affiliate of The PRAIRIEMOBILE Group, 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 Brandon location.

Responsibilities include answering a five-line switchboard, reception, processing customer sales and service invoices, preparing bank deposits, reports, reconciliations, processing and entering customer payments, inventory, ordering supplies, mail, filing, and various other duties.

The successful candidate will have office/accounting experience in a computerized environment and must be proficient with MS Office Word, Excel and Internet Explorer (knowledge of Epicor an asset), possess excellent telephone, customer service and organizational skills, while maintaining 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 stating salary expectations to [hr@prairiemobile.net](mailto:hr@prairiemobile.net)

[www.prairiemobile.com](http://www.prairiemobile.com)

