

JOB OPPORTUNITY - SUMMERSIDE

ADMINISTRATIVE ASSISTANT

Our Summerside office is seeking a full-time **Administrative Assistant** to join our dynamic team for a 12-week contract starting February 28, 2022.

The primary responsibilities will include:

- Providing the highest level of client service, welcoming and ensuring the comfort of clients and visitors
- Ensuring office area is kept organized and stocked with supplies
- Directing client inquiries by phone and in person
- Managing general correspondence and couriers
- Providing administrative support such as filing, photocopying, collating, faxing
- Performing other related duties as assigned

The ideal candidate will have the basic requirements:

- Minimum two years of proven working experience in a front office handling administrative responsibilities
- Professional appearance
- Solid written and verbal communication skills
- Ability to organize, multitask, prioritize and work under tight deadlines

If you are interested in joining the MRSB team, we would love to hear from you. Please e-mail your resume with subject heading, "Administrative Assistant" to careers@mrsbgroup.com, by Friday, February 4th, 2022.

We thank all candidates for their interest; however, only those selected for interview will be contacted.

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