



ADMINISTRATIVE PROFESSIONAL

MJ Roofing, a leader in the Manitoba roofing industry, is presently seeking a full-time Administrative Professional. We offer competitive rates and benefits.

Responsibilities:

- Synthesizing and formatting high volumes of client reports from field technician data
- Addressing client questions and concerns
- Administrative support of Sales and Management teams
- Dispatch of work orders to field technicians
- Various clerical duties

Qualifications:

- 5+ years experience in an Administrative role
- Intermediate to advanced skill with Windows and Microsoft Word including a working knowledge of shortcuts and "hot keys"
- Typing speed of 65+ words per minute
- Excellent verbal, written communication and interpersonal skills
- Strong organizational skills
- Proven ability to meet deadlines
- Familiarity with standard office equipment (switchboard, copiers, fax etc.)
- Experience with Microsoft Dynamics GP would be an asset

Selected applicants will be required to demonstrate Microsoft Word ability

Please direct resumes to careers@mjroofing.net