



Allmar Inc., is the leader in the architectural Door and Door Hardware industry. With over 60 years' experience in the industry and branches in 12 Canadian Cities, Allmar has built a reputation of integrity and superior customer service

We are seeking a full-time **Office Administrator** to join our **Edmonton** Branch. This position will be responsible for ensuring the smooth running of various office functions. The ideal candidate will have exceptional organization skills with the ability to multi-task accurately and effectively.

JOB RESPONSIBILITIES

Duties include but are not limited to...

General Administration Responsibilities

- Answering and directing calls for the main phone line
- Sorting and distributing general emails and faxes
- Welcoming and receiving guests
- Order office supplies as required
- Provide support in quarterly inventory tasks as required
- Ensure mailbag is sent to Head Office every Friday
- Assist in payroll tasks for Management team
- Assist in set up and organizational of Allmar branch functions
- Perform general tasks/jobs as required by management

A/P Responsibilities

- A/P filing of completed paperwork
- Assist in generating invoicing as required by A/P team
 - Completing coding on matched invoices and updating Navision
 - Creating purchase invoices in Navision for non-PO invoices
 - Submitting invoices to head office
 - Updating submitted invoices log
- Vacation coverage for urgent invoices

A/P Responsibilities

- A/R filing of completed paperwork
- Posting packing slips
- Customer invoice mailing
- Vacation coverage
 - Posting packing slips
 - Credit card deposits

Project Administration/Estimating Responsibilities

- Maintain and update bid log and bid board for estimating team daily
- Set up of all contract numbers for coordination and sales team
- Set up of the NAV contract in Navision
- Set up of Project Binders (Once project has been awarded)

- Include all site info, office info and the site management team and Project Manager at the time of award (Provided by the salesperson)
- Set up of the progress billing excel sheet
- Create digital job folder/Teams folder
 - This will house a digital copy of all documentation for contracts and projects

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent communication skills, both oral and written
- Ability to meet deadlines and manage tasks with competing deadlines
- Strong attention to detail and accuracy
- Ability to multi-task
- Excellent organizational skills
- Proficient computer skills- specifically in an ERP environment with A/R, A/P, posting and invoicing
 - Experience with Microsoft Dynamics Navision a definite asset
- Must be proficient with Microsoft Office and Microsoft 365

EDUCATION AND EXPERIENCE REQUIRED

- Post-secondary education, office administration certificates and diplomas a definite asset
- Experience with Mitel phone systems and set up an asset
- Experience with Microsoft Dynamics Navision 2013 or newer versions an asset
- Literate with Microsoft Office 365 (Experience with Microsoft Team would be an asset)
- Front line customer service experience a definite asset

GENERAL ORGANIZATIONAL

- Always treat customer and co-worker with dignity and respect
- Willing to work overtime as required
- Willing to perform other jobs as required by organizational demands
- Must be able to work effectively in a team-based collaborative environment
- Ability to work under minimal supervision
- Strong attention to detail
- Work safely and responsibly to ensure a healthy and safe work environment
- Presenting and performing to the highest quality standards
- Must maintain confidentiality of all written and oral communication as applicable
- Always represent the Company with integrity in an ethical and legal manner

ALLMAR OFFERS

- A fun team environment with dedication to superior customer service
- Comprehensive flexible benefits package to meet your needs including; Health, Dental, Vision and a matching RRSP program
- Educational Assistance Program to financially assist with career development possibilities

Please feel free to visit us at www.allmar.com

We thank all interested applications, however, only those under consideration will be contacted.