



Receptionist - Office Administrator

Goose Lane Editions is looking for an **Office Administrator**, responsible for ensuring that the backroom and front desk functions of the office run smoothly. The successful candidate will be an enthusiastic self-starter with the ability to work independently after a period of initial training. Excellent oral and written communications skills and an ability to work in a team environment are a must. This position is an 11-month term position and requires attention to detail, discretion, and strong organizational skills. Responsibilities include:

General administration

- Reception duties and general office support
- Records management (electronic records and general office files)
- Supplies management
- Bank deposits, payments and transfers
- Administrative support (travel arrangements, mailings, mailing list maintenance, meeting schedules)
- Office systems training

Customer service and inventory management

- Order processing and invoicing
- Accounts receivable and collections
- Customer support and trouble shooting
- Inventory tracking, maintenance, and replenishment at all warehouses including inventory counts
- Shipping and receiving
- Warehouse maintenance and replenishment including transportation of case lots

Data entry

- A/R and other bookkeeping entries
- Database applications and management
- Assistance as required in data entry, payroll, and monthly and year-end report preparation

The person in this position will also supervise a part-time shipping clerk and may be required to perform shipping duties should the shipping clerk not be available.

This position requires a supremely well organized, efficient, diligent individual with a good sense of humour, a facility with numbers, an interest in the details of administration and administrative support, and an aptitude for database applications. The successful candidate will enjoy the demands of a fast-paced environment, demonstrate a strong sense of initiative, and enjoy the responsibility of resolving issues quickly, efficiently, and with a high degree of diplomacy.

Qualifications

- Positive, optimistic personality
- Enthusiastic about greeting and interacting with clients, visitors, and trades
- Excellent keyboarding/data entry skills
- A proficiency in the use of MS Office applications
- An aptitude for learning new software programs
- An ability to multi-task and change focus frequently
- Strong verbal and written communication skills
- Excellent organizational skills

- Superior problem-solving skills
- The physical ability to lift and move cases of books
- An ability to maintain professionalism in a fast-paced, dynamic office environment
- A valid driver's license and a vehicle

Remuneration: \$13 - \$14/hour for a 37.5-hour week plus compensation (at a mileage rate) for the use of a personal vehicle. Goose Lane offers a comprehensive cost-shared health care/ insurance package and a collaborative work environment.

Deadline for applications: 31 August 2018. Employment begins 24 September 2018.

Please send a detailed resume and a letter describing your previous employment experience to:

Ben Barton
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