

*Are you looking for an exciting opportunity to take your skills to the next level?
Join our team at our new location in Grande Prairie, AB!*

Prairie Mobile Communications is a leading Wireless Communications sales and service company. We started from humble beginnings in 1968 in a local garage, to what is now one of Kenwood Canada's largest Land Mobile Radio Dealers and one of SaskTel's largest Authorized Dealers with 22 locations across the Prairies. We offer SaskTel Cellular & Data, Internet and Max TV services in Saskatchewan, along with two-way radio sales and service throughout Alberta, Saskatchewan, Manitoba and Northwest Ontario. We are proud to partner with SaskTel, Kenwood, Motorola, Icom, L3Harris, PBE and many other great companies!

The Role:

Prairie Mobile Communications is growing and looking to build a team of exceptional talent who share our core values and will place an emphasis on enhanced customer experience. We are looking for a driven **Administrative Assistant** for our Two-Way Radio Division at our location in **Grande Prairie, AB**.

Reporting to the branch General Manager, the Administrative Assistant is responsible for providing excellent customer service in a friendly and timely fashion, as well as for the daily administrative duties to ensure efficient branch operations. This position will support the branch, sales, and service departments in various duties. This role is responsible for being the first point of contact for our walk-in customers and will answer in-coming calls. The Administrative Assistant interacts with all levels of staff, service providers, customers, and the general public.

Job Duties:

- Serve as the first point of contact to customers and respond to inquiries regarding our product and service offerings.
- Perform general administrative duties for efficient branch operations including answering calls; filing; processing paperwork; arranging for delivery services and ordering and maintaining office supplies.
- Greet customers and ascertain nature of business, direct to appropriate department.
- Prepare weekly cash audits and maintain float and petty cash.
- File cheques and invoices received in mail.
- Prepare sales orders and packing slips; prepare product for shipping as required.
- Order products and inventory from other branches.
- Assist with inventory counts and spot checks.
- Maintain a professional, neat, and tidy front service and showroom area.
- Perform other duties as required.

Qualifications:

- A minimum of one (1) year experience in a reception, front desk, or administrative role.
- Strong interpersonal and communication skills; superior telephone manners.
- Strong organizational skills with the ability to multitask.
- Excellent attention to detail.
- Ability to work independently as well as part of a team.
- Ability to maintain confidentiality.
- Proficiency in Microsoft Office applications (Word, Excel and Outlook).
- Knowledge of ERP systems (Epicor / rQ Metrix) is an asset.
- Demonstrated flexibility and effectiveness with changing environments, tasks, responsibilities, and people.
- Results oriented, adaptable, an analytical thinker, and possess a high and positive can-do attitude!

We Offer:

- Comprehensive benefits including extended health, dental, vision and more.
- RRSP matching and Educational Assistance Program.
- Continued support to succeed in your role.
- Respectful and exciting workplace environment driven by our company culture values.



Find your fit and help us connect people to what's important to them.

To apply, please submit your resume online at prairiemobile.com/careers or send an e-mail to careers@prairiemobile.com. Please include the position and location you are applying for in the subject line.

Prairie Mobile Communications is an equal opportunity employer.

We thank all applicants for their interest. Only those selected for interviews will be contacted.