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Brandon, MB R7A 7V2
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Job Title: Administrative Assistant

Location: Brandon, Manitoba

Employment Type: Full-Time, 18 Month Term

Reports To: Administrator

Position Summary

The Administrative Assistant provides accounting and administrative support to ensure the efficient day-to-day operation of the organization. Primary responsibilities include invoicing, payment processing, accounts receivable and payable support, maintaining accurate financial records, and assisting with general accounting functions. The role also supports front desk reception, course registrations, order processing, and general office administration while delivering professional customer service.

Key Responsibilities

- Provide accounting support, including invoicing, accounts payable/receivable, payment processing, bookkeeping, account reconciliations, purchase orders, expense tracking, and month-end preparation.
- Maintain accurate financial, client, and student records using accounting software, spreadsheets, and electronic filing systems.
- Deliver administrative support through document preparation, data entry, correspondence, office organization, and general administrative duties.
- Provide professional front-line customer service by responding to phone and email inquiries, welcoming visitors, processing registrations, payments, and receipts.
- Support training and operational activities by coordinating course registrations, preparing training materials, issuing certificates, arranging travel and accommodations, and assisting with scheduling.
- Assist with marketing initiatives, social media content, company events, and other duties as assigned to support office and accounting operations.

Qualifications

- Post-secondary education in Business Administration, Accounting, Office Administration, or a related field is preferred.
- Experience with QuickBooks and/or other accounting software is considered an asset.
- Proficiency in Microsoft Office, particularly Excel, Word, and Outlook.
- Basic understanding of accounting and bookkeeping principles.
- Strong organizational skills with exceptional attention to detail and accuracy.
- Excellent written, verbal, and customer service skills.
- Fluent in written and spoken English.
- Ability to manage multiple priorities, work independently, and collaborate effectively within a team.
- Successful completion of a Criminal Record Check.
- Successful completion of a Drug & Alcohol Screening.

Applications & Inquiries

Please submit your application or any questions about this position to work@elitesafetyservices.ca