

Mound Services Inc.

Office Admin position

We are looking for a reliable, organized and friendly Office Admin to join our team! The ideal candidate will help keep our day-to-day operation running smoothly.

Key Responsibilities:

- Answer phones and greet clients
- Manage emails and office correspondence
- Maintain filing systems and records
- Data entry and document preparation
- Assist with scheduling and appointments
- General administrative support

Qualifications:

- Previous office experience an asset
- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Ability to multitask and work independently

What We Offer:

- A supportive and friendly work environment
- Competitive salary
- Opportunities for growth
- Part-time position

Interested:

- Send your resume and cover letter to: moundinc@gmail.com or drop off in person at 129 Publow Ave, Pilot Mound R0G 1P0