



Bilingual Administrative Assistant:

Specializing in the manufacture of Fire Trucks and other emergency vehicles at its facility in Ottawa, Eastway Emergency Vehicles is a growing business dedicated to providing high quality products to commercial and government customers. The company is very well capitalized and is currently in its fifth decade in business. Eastway Emergency Vehicles offers its employees an exciting, dynamic work environment, competitive salaries and health and dental benefits. Employees work in a clean work environment on regular, weekday hours.

Qualifications:

- Minimum 3 years experience in an administrative capacity
- Fluently bilingual French/English (written and spoken)
- Proficient with MS Office, including Word, Excel and Powerpoint
- Experience providing excellent customer service
- Experience with accounting using ACCPAC is an asset
- Ability to multitask effectively
- Ability to prioritize work and work independently
- Prior experience in an industrial or manufacturing environment is an asset
- Prior experience and training related to workplace health and safety is an asset
- Energetic, reliable team player

Duties:

The successful candidate will be working in an administrative capacity in a manufacturing environment. They will be responsible for a variety of administrative tasks and will assist the financial controller with accounting tasks. In addition, the successful candidate will engage in the following:

- Interacting with customers over the telephone and in person in both French and English
- Creating and editing documents using a variety of computer applications
- Preparing invoices
- Participating in activities related to accounts payable and receivable
- Other administrative related duties as required

Company website: www.eastway911.com

View job posting at: <http://www.eastwaytank.com/careers.html>

All interested applicants, send resume by email to: jobs@eastwaytank.com or fax resume to 613-254-9023.

Only those candidates selected for interview will be contacted.