



Administrative Assistant

CIMCO is looking for a regular full time **Administrative Assistant** for the Head Office – Downtown Toronto. This role will appeal to you if you are a highly organized professional who takes pride in the accuracy of your work and is able to deal with changing priorities and responsibilities on a daily basis

The successful candidate will be responsible for a varying set of administrative responsibilities in support of the Finance and Administration teams at the corporate head office.

Location: Downtown Toronto, ON

Responsibilities:

Responsibilities for this multi-faceted Administrative Assistant role will include the following;

- Providing day-to-day administrative support to Finance (AP & AR) and Administration functions.
- Assist in the entry of invoices into SAP and handling vendor inquiries (AP)
- Coordinate the collection and processing of vendor Credit Checks (AR)
- Provide support for contract administration by coordinating the electronic cataloguing of contracts on a weekly/monthly basis.
- Administrative support for payroll
- Ability to function as a backup for reception when required
- Other duties as may be assigned

Qualifications/Assets preferred:

- Highly organized, efficient, accurate & disciplined.
- Ability to take initiative to develop, create effective administrative processes
- Flexibility and adaptability to changing business priorities
- Strong written & verbal communication skills.
- Experience with customer service and addressing customer/stakeholder concerns and complaints.
- Proficient knowledge of Microsoft Office products (Word, Excel)
- Working knowledge of SAP is an asset
- Professional appearance and demeanor.
- Post-secondary education in a related discipline is preferred

Company Profile

CIMCO specializes in the engineering, design, manufacture, installation and service of complex thermal building solutions for industrial, process cooling and recreational refrigeration and mechanical systems. For more than 100 years, CIMCO's leadership and unparalleled research, development and manufacturing programs has put us at the forefront of industry advancements and technological breakthroughs. Our professional engineers, technicians and designers apply innovative state-of-the-art equipment and refrigerants to develop systems that meet even the most complex thermal challenges.

We offer excellent compensation and benefits, including Pension Plan, Share Purchase Plan, Medical, Dental, Fitness Benefits, Flexible Hours, Career Development Opportunities, Mentoring and Continuing Education.

If you or someone you know is interested in this opportunity, please forward your resume via email to CimcoHR@Toromont.com. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

CIMCO Refrigeration is an equal opportunity employer who recognizes and values diversity. Upon request, CIMCO Refrigeration will accommodate any applicant with disabilities throughout the recruiting processes, including any required applications, interviews and/or assessments.