POSITION TITLE: Document Controller & Office Administrator

Employment Type (FT, PT, Contract): FT
Rate of Pay:
Job Location:
Hours of Work:
Start Date:
Application Deadline: June 15, 2019

COMPANY NAME: Delta Fluid Systems Inc
Street Address: 358 Dewitt Rd, Stoney Creek
Phone:
Fax:
Email: deltafluidsystemsinc@gmail.com
Website:

General Description of Duties:
Document Control:
• Verifying accuracy of incoming and outgoing documents
• Creating documents, forms and letters
• Scanning, physical and digital filing
• Compiling document packages
• Preparing shipping documentation
• Maintaining up to date records of digital files

Office Administrator
• Answering incoming phone calls
• Assist with order entry and order processing
• Assist with purchasing and expediting
• Performing other various office duties as assigned

Skills and Experience Required:
• Detail oriented
• Ability to work in a high-pressure environment
• Strong ability to multitask
• Knowledge of Microsoft Office including: Word, Excel and PowerPoint

• Knowledge of ERP systems an asset

• Must be able to work overtime as needed

Qualifications required:

• College Diploma in Business, Systems or Logistics

• Experience in a manufacturing environment is an asset

How to Apply:
Please submit all resume’s to deltafluidsystemsinc@gmail.com

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