



# PIERQUIP

## Administrative assistant / Mirabel

Do you have experience as an administrative technician and are you considering a part-time position? Here is a great opportunity to join our dynamic team and our recognized company in the field of heavy vehicles, in the sale of transport and construction trailers!

### We offer

- Part-time position, 3 days a week (21 hours)
- Hourly rate starting at \$24 depending on your experience
- Group insurance paid at 75% by the employer in addition to an annual amount of \$1,000 for a flexible health account
- 3 weeks of vacation (including 1 week at the Holidays)
- A work environment focused on collaboration and fun at work and much more!

### Your responsibilities

- Generate and analyze various management reports, weekly, monthly, annual and ad hoc with respect to sales, inventory, service and others
- Perform various tasks related to accounting and administration
- Subcontractors billing
- Complete and follow up on claims with carriers for any damage caused to trailers

## Your profile

- AEC or DEC in administrative technique
- Minimum of 3 years of experience in a similar position
- Advanced notion of Excel including pivot tables
- Mastery of Office suite software
- Autonomy and excellent priority management
- Thoroughness and attention to detail
- Dynamism, team spirit and collaboration
- French and English bilingualism (oral and written)

You can apply directly on our website or contact Josée Gagnon at [jgagnon@srhs.ca](mailto:jgagnon@srhs.ca) if you want more information.

\*The use of the masculine gender has been adopted to facilitate reading and has no discriminatory intent

