



Eel River Crossing

Siège social / Head Office

199 Rue l'Anse, Eel River Dundee, NB E8E 1R2

T. 1-506-826-2154 | F. 1-506-826-3577

1-800-667-8787

Edmundston

Bureau de ventes / Sales Office

64 Rue de l'Église, Edmundston, NB E3V 1J6

T. 1-506-739-8787 | F. 1-506-737-8787

1-866-755-8787

Job Offer – Administrative Assistant

Specialists in roof trusses, prefabricated wall panels and floor systems, with over 44 years of experience in the field, **Léon Chouinard & Fils Cie Ltée** is looking for a dynamic person to fill the position of *Administrative Assistant* in our office located in Edmundston, NB.

Roles and Responsibilities

- Greet customers
- Answer and direct phone calls
- Prepare daily deliveries
- Responsible for filing and documenting customer files
- Ensure customer follow-ups

Experience and Education

- Office Administration/marketing diploma or equivalent
- Experience in a similar work environment or equivalent
- Experience in office administration
- Ability to work in a team
- Autonomy, sense of organization
- Strong communication skills with colleagues, customers, and suppliers
- Must be bilingual (French and English) written and verbal

Why Join Leon Chouinard & Fils Cie Ltée's Team ?

- Growing company
- Dynamic and secure work environment
- Professional development offered

Working Conditions

- Competitive and negotiable salary, based on experience and education
- Minimum of 3 weeks annual vacation
- Comprehensive group insurance and pension plan
- Permanent full-time position – Monday to Thursday from 8am to 5pm and Friday from 8am to 3pm, for a total of 40.5h/week

If you are interested, please send your resume to Micheline Roy, by email at micheline@leonchouinard.com or by fax (506) 826-3577.

Please note that only shortlisted candidates will be contacted.