



Introduction:

You are a person who likes to do things well, who applies themselves to their work.
Nothing escapes you and you are proud of it.
For you, quality is as important as speed.

You are the person your colleagues can always count on and with whom customers are immediately comfortable talking with.
You are the right-hand of a team, not of an individual.

That's good news, our team needs you!

Are you...?:

- Able to identify priorities and willing to take on responsibilities?
- Rigorous and organized?
- Willing to give your best to satisfy customers and achieve objectives?
- Able to adapt to a changing environment?

Role of the Administrative Assistant:

Assist the team at the administrative level

- Answer customer calls
- Open customer files
- Write work orders for the teams
- Ensure the follow-up of the equipment
- Complete various follow-up tables
- File various documents
- Ensure compliance with deadlines and quality standards

Profile sought:

- DEP in secretarial work, office automation or relevant experience/training
- Fluency in spoken and written French



Benefits

- Rapid salary advancement
- Salary to be discussed based on experience
- Possibility of hybrid work
- **Bonuses:**
 - ✓ Referral:
 - ✓ Upon hire:
- **Schedule:**
 - ✓ Monday to Friday
 - ✓ X hours/week
 - ✓ X number of floating holidays/sick leave per year
- Continuous training
- Possible career path
- Recognition program
- Various social activities
- Group insurance

To apply:

- By email at: brigitte.sabourin@steamatic.ca
- Virtual interview possible

Are you ready to join the #STEAMTEAM?

That's good! We're waiting for you!