

Administrative Agent

At Samson, we take great pride in our culture, our values and our fulfilling and challenging work environment. We are recognized as a flexible company that will help you start or continue a rewarding career.

Are you interested in joining our team? Our firm is currently seeking a full-time daytime administrative agent, Monday through Friday.

Requirements

- ◆ Basic computer skills.
- ◆ Fluency in spoken and written French and English (bilingual).
- ◆ Be a dynamic, organized, resourceful person who likes to work in a team.
- ◆ One or two years experience in administration (desired).
- ◆ Possess a professional diploma in administration (desired).

Working conditions

- ◆ Available immediately
- ◆ Permanent full-time position (37.5 hours per week)
- ◆ Salary starting at \$20 / hour
- ◆ Registration to the group insurance (after 3 months)
- ◆ Group RRSP with employer contribution

You think you are the ideal person to fill this position? Send us your resume now!

Only selected candidates will be contacted.