

### **Overview of the Position:**

The Office Administrator is a key member of our team, directly reporting to the Owner and closely working with our sales and installation team. This role is responsible for the execution of a wide range of administrative and accounting tasks.

A key factor in our recruiting effort is to find a candidate that has a strong alignment with our core values and our dynamic company culture. We do our jobs well and have fun doing them.

**Important Note:** Please read the Response Information at the end of this job description before applying. We will NOT consider applicants who have not followed the instructions.

Accountability	Associated Tasks
Telephone/Email Reception	Receive and forward telephone/email inquiries
Bookkeeping	<ol style="list-style-type: none"><li>1. Government Compliance</li><li>2. Bank Reconciliation</li><li>3. Accounts Receivable</li><li>4. Accounts Payable</li><li>5. Employee Expenses</li><li>6. Financial Reporting</li></ol>
Office Supplies	Maintaining and Replenishing Office Consumables
Retail Administration Support	<ol style="list-style-type: none"><li>1. Team Player</li><li>2. Record Keeping</li><li>3. Product/Service Knowledge</li><li>4. Policy Knowledge</li><li>5. Risk Management</li></ol>

### **Company Profile:**

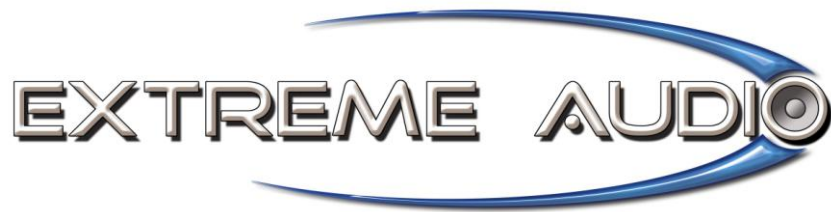
Our company is all about helping our customers better enjoy their driving experience. We are a collective team of enthusiasts that are passionate about providing a high level of customer service and top quality, cutting edge electronics products.

### **Response Information:**

Our company is growing and offers competitive compensation with significant opportunities for learning and career development.

To apply to this position, please email your resume and a cover letter that includes the following table to [info@extremeaudio.org](mailto:info@extremeaudio.org). Under "I meet this qualification" please write "Yes" or "No" in **Blue Text**.

office\_administrator-car\_audio-job\_post



Section 1: Confirm that you meet the required qualifications	
Required Qualifications	I meet this qualification:
"Technical Skill" required qualifications:	
Demonstrated experience working as a key administrative support for an executive manager	Yes / No
Track record of proficient organization	Yes / No
Experience working with small retail companies and/or start-up companies	Yes / No
Ability to work with MS Windows, Word, Excel, QuickBooks	Yes / No
"Soft Skills" required qualifications:	
Take pride in achieving excellence	Yes / No
Reliable and dependable — someone who honours commitments	Yes / No
Excellent and clear communicator, including both verbal and written skills	Yes / No
Self-motivated and self-driven, with demonstrated ability to quickly figure things out	Yes / No
Strong problem solving and creative thinking skills	Yes / No
Demonstrated high levels of integrity, respectfulness and honesty	Yes / No

**Section 2:** Promote and market yourself by answering the following questions:

"What example (any situation from your experience) best demonstrates that you are an overachiever with success in office administration and executive support?"

Please note that we will not consider any applicant who does not send a cover letter with the above table copied and completed.

**411:**

**Role Title:** Office Administrator

**Employment Type:** Full Time (9:00-17:30)

**Location:** City

**Compensation:** \$12.00 to \$18.00/hr to start, depending on experience and competency.

**Comments:** Strong possibility of advancement based on job performance and execution of results.

While all applicants are thanked for sending in their applications, only those selected for interviews will be contacted. No phone calls please.

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