

## **Job Description – HR and Administrative Assistant**

### **Reports to:**

Chief Financial Officer

Sunco is an exceptional place to work. We attract and retain people who have an ownership mentality. What exactly is that? It means that every decision, every job and every interaction with clients and each other is done with the deep knowing it directly impacts the success of our company. When you're an owner, you take personal responsibility to the next level. You have courage to "wade in" and take risks. You have your integrity and reputation at stake. You have the trust of others.

These characteristics form the foundation of our Core Values.

- We Embrace Change
- We Do What It Takes
- We are Accountable to the Outcome
- We Do the Right Thing
- We Bring out the Best in Each Other

Over the past 20 years, Sunco has grown into a full-service telecom whose main passion is to make business communication *easier* for its clients. How do we do this? By being an *Integrator*. We fit all the pieces of a client's voice/data systems together into a unified whole – giving superior design, support and management all through one point of contact.

Sounds like something you'd like to be a part of? Read on!

### **Job Summary:**

Working within a collaborative team, the HR and Administrative Assistant will be required to perform an array of HR, payroll, and administrative duties including payroll processing, HR forms and issues, accounting and sales department support, ad hoc marketing duties, and customer database data entry and maintenance. Additional responsibilities include service ticket triage, accounts receivable support and back-up reception.

### **Job Requirements:**

- Responsible for payroll processing, personnel records, and HR file maintenance.
- Provide administrative support to all departmental members.
- Assist the sales team with inside sales activities.
- Assist with service call triage.
- Coordinate and manage client contracts.
- Update and maintain customer database.
- Courteously receive and screen all in-bound calls, emails and visitors when needed.
- Assist Office Manager with office maintenance and reception.

- Ad hoc reporting and analysis as required.
- Other duties, relevant to the position, shall be assigned as required.

**Experience:**

- Post-secondary diploma or degree in HR, payroll, business or administrative field an asset.
- 2+ years business or administrative support experience.
- Payroll experience.
- Proficient use of Microsoft Office, including intermediate Excel knowledge.
- Knowledge of telecommunication/IT industry an asset but not required.

**Competencies:**

- Problem solving
- Self-starter
- Accountability
- Detail oriented
- Positive attitude
- Planning and organizing
- Communication
- Teamwork
- Customer focussed

**Work Environment:**

- Busy office setting
- Manual dexterity required to use desktop computer and peripherals
- Interacting with public at large
- Sitting for long periods
- Repetitive work on occasion
- Valid Alberta drivers license

**What We Offer:**

- Competitive salary
- Paid vacation time
- Competitive benefit package including health, dental, disability, life
- Close-knit, supportive work environment