

About MicroAge Chilliwack

MicroAge Chilliwack is a dedicated managed IT Services Solution Provider that offers a wide range of expertise to our Clients by focusing on bringing efficient solutions to them. We take pride in the premium quality and personalized services we deliver to our clients to ensure they are hassle-free from IT. Our fast-acting team can help on demand to support small and medium businesses.

Our team enjoys a friendly, business casual work environment, opportunities for career development through skills training and advancement, as well as a chance to make a difference for the clients we help each day. If you want to grow your career in managing leading edge technologies, you should consider MicroAge.

The Position: Office Administrator

The Office Administrator will coordinate office activities and operations while providing clerical and administrative support to management.

Responsibilities:

- Oversee administrative support and general office operation
- Answer incoming phone calls from customers with excellent customer service
- Coordinate appointments and delegate incoming tasks to technicians
- Assist management with clerical and administrative duties
- Input bookkeeping records for expenses
- Manage office inventory and maintain proper stock levels
- Continue to update technical and professional knowledge

Successful candidates will have:

- 1 year experience in office administration
- Strong attention to detail and accuracy
- Proficiency in Microsoft Office suite
- High level of organization and planning abilities
- Excellent written and verbal communication skills
- A basic understanding of IT support or able to receive training

We offer:

- Competitive remuneration: salary, commission and bonus opportunity
- Comprehensive employee benefits package
- Training, coaching and mentoring within a challenging and rewarding work environment
- Opportunity for personal and professional growth with the possibility for advancement within the Company





JOIN THE TEAM

How to apply for this position

For more information on MicroAge Chilliwack please visit us at www.MicroAge.ca/Chilliwack.

If you are interested in the position, please forward your resume (Word or PDF) by email to hire@microage-chilliwack.ca. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

