

## 70 Years of Building Value Into Building Products

ODL builds products that build value into your home. Designs for every taste, architectural style, and home décor. Products that bring the outdoors--natural light, fresh air—indoors. Ideas that change the game. Styles from classic to craftsman, old world to contemporary. Solutions for privacy or connection, small spaces, entryways or back porches. Decorative doorglass, transoms, sidelights, retractable screen doors, blinds between glass, severe weather doorglass, and much more.

**For our Vaughan, Ontario facility we are looking for a Part-Time Department Administrative Assistant**

**The ideal candidate for this position must be a detail oriented and organized individual with excellent written & verbal communication skills. He or she should be an adept multi-tasker with exceptional computer proficiency in Microsoft Office Suite and Oracle ERP/MRP system.**

### ***ESSENTIAL DUTIES AND RESPONSIBILITIES:***

- Coordinates manager's schedule and makes appointments through Outlook and the use of web conferencing software.
- Administers and provides oversight for ODL's Oracle Sales Cloud CRM software.
- Arranges and coordinates all travel schedules and reservations as needed.
- Conducts research, and compiles statistical reports to support monthly scoreboards and other department needs.
- Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and publishes meeting minutes.
- Creates presentation materials and other internal and external customer correspondence as required.
- Reads and routes incoming mail for department. Handles correspondence to be answered by supervisor.
- Administers login and user information for ODL's Digital Asset Management software.
- Handles correspondence using Microsoft Word and Outlook.
- Organizes and maintains file system, both paper and digital, and files correspondence and other records.
- Coordinates and arranges for responses to sales rep and requirements including reports, sales, collateral, customer POP and displays.
- Coordinates and organizes employee appreciation events for all Canada locations.
- Accounting Support Functions Including:
  - a. Compile employee VISA credit card bills into categories and draft month-end accrual JE
  - b. Compile and FedEx weekly invoice package to Accounts Payable at ODL Corporate
  - c. Receive, post mark, and mail cheques and any attached payment
  - d. Bank Deposits as needed
- General office administration tasks and other duties as assigned.

### ***CANDIDATE REQUIREMENTS:***

- Associate degree or equivalent experience.
- Two or more years of administrative experience.
- Advanced knowledge of Microsoft Excel, Microsoft Word, Microsoft Outlook and Microsoft PowerPoint; SKYPE; Webinar.
- Ability to read and interpret documents such as business memos, handwritten drafts, and procedure manuals. Ability to write routine reports and correspondence.
- Excellent communication skills, both written and oral in English. Communication in French not required but will be considered an asset.
- Ability to deal with problems involving several concrete variables in standardized situations (multi-tasker).

Please apply via email to: [human.resources@odl.com](mailto:human.resources@odl.com)

For a complete listing of ODL Open Positions please visit <http://www.odl.com/careers.htm>