



OFFICE ASSISTANT

Liquor Plus is a locally owned and operated Private Liquor Store. We are looking for an **OFFICE ASSISTANT** to join our Administration team. This Full Time position is responsible for a mix of Inventory Product Control and Office Administration related duties. A good attitude, initiative, and problem solving is essential to being successful in this position.

Key Responsibilities:

- LBOSS data entry – receive product
- LBOSS Product Maintenance – add New Products, Product Updates, New Vendors
- Prepare Product Signage and Distribute through Website
- Provide basic system support to Stores and Administration Office
- Report Creation – act as backup for daily, weekly and monthly reporting
- Greet and Assist Visitors within the Administration Office
- Answer General Phone line
- Open and Distribute Incoming Mail
- Filing
- Order and maintain General Office Supplies
- Prepare Labels and General Word Documents
- Bank Deposits

Job requirements:

- Previous Office Experience
- Professional mannerisms when dealing with others in person and by telephone
- Excellent attention to detail – balanced with accuracy and speed
- Computer skills – Windows Operating System
- Experience with LBOSS and Microsoft Dynamics GP preferred, but not essential
- Team player who works well with others
- Good organization and time management skills
- Flexible, ability to multi-task, a quick learner

Apply online @ liquorplus.ca or send resume and cover letter to jwong@liquorplus.ca before Jul 20th.

While we thank all applicants for their interest, only those selected for an interview will be contacted.