

# Job details-Admin/Clerk at Six Base

## Job type

Full-time

Fixed term contract

Part-time

## Full Job Description

We are Six Base Inc. A Product Development Company

We are situated at North York, Ontario, and have helped shape the building products industry.

### Position Summary:

Reporting directly to the Plant Manager, you have the opportunity to support the organization through reporting analysis, coordinating customer service initiatives, IT troubleshooting as well as supporting the onboarding process for new employees. Throughout the year, your involvement and planning of employee engagement activities and community outreach programs will support deliver our mission, vision and values.

### Essential Duties & Responsibilities:

- Reporting Analysis (Power BI, Margin Minder, SAP)
- Supporting the onboarding process for new hires
- Organizing employee engagement activities as well as community outreach programs
- Coordination of point-of-sale materials
- General administration duties within the facility

### Education, Minimum Knowledge & Skills Required

- 2 - 3 years demonstrated experience as an office admin (asset)
- Demonstrated experience in coordinating projects.
- Knowledge of Microsoft Office (MS Word, Excel and PowerPoint) applications.
- Excellent phone etiquette and customer service.
- Strong verbal and written communication skills

The above declarations are intended to cover the majority of this position's duties, responsibilities and requirements to do this job. Depending on business and operations' needs, there may be other duties and responsibilities required contingent upon business requirements. The Company reserves the right to edit and change this job description at its discretion.

Job Types: Full-time, Fixed term contract, Part-time

If interested, please send your resume and cover letter to email address [info@sixbase.ca](mailto:info@sixbase.ca).