ATLANTEC BIOENERGY
Advanced Energy for Tomorrow's World

Administrative Assistant/ Payroll Clerk

Job Description

Full-time position performing advanced administrative and clerical support for Executive Team and Departmental Managers to ensure that corporate needs are met. Assist with confidential administrative details which include payroll functions.

Responsibilities

Work assignments are normally routine in nature but on occasion may be non-routine and require some deviation from standard to complete.

- Process bi-weekly payroll
- Prepare written communications.
- Review, tabulate and enter data into a variety of systems.
- Handle incoming calls, take messages and promote effective interoffice communication.
- Filing, photocopying, mail distribution.
- Operate various office equipment.
- Performs other related duties and participates in special projects as assigned.

Required Skills

The duties and responsibilities described above are the essential functions of the job. The qualifications below are representative of the knowledge, skills, and/or abilities required.

- Requires very good knowledge of general administrative operations to successfully execute and complete the more progressive/complex duties of the job.
- Ability to follow company policy and understand any rules or regulations governing the work being completed and impact work has on department or company.
- Must have very good knowledge of technology to include computers and software programs such as MS Office or MAC word processing, spreadsheets or other programs.
- Must have very good oral and written communication skills.
- Requires very good organizational skills sufficient to accomplish work by established deadlines and ability to coordinate phases of work with others.

Required Experience

Administrative Assistant/ Accounting Technology diploma or equivalent with 2-4 years of relevant administrative support to include prior payroll experience or demonstrated ability to meet the job requirements through a comparable number of years of work experience.

Job Location

Cornwall, Prince Edward Island

Please send cover letter and resume to: hr@atlantecbioenergy.ca

ATLANTEC BIOENERGY

Advanced Energy for Tomorrow's World