Phelps North is your **LOCAL** temporary and permanent staffing firm that has been serving Thunder Bay for over 37 years!

Are you looking for Temporary employment? Phelps is hiring highly detailed, proactive, and organized Administrative Assistants, Bookkeepers, Receptionists and more for multiple Temporary and Contract positions available with our clients, both in public and private organizations. The ideal candidate is someone who can be enthusiastic, team-oriented and has a positive attitude to work alongside a group of high-performing individuals, while remaining flexible and open to new challenges.

**WHY APPLY?**

We partner with organizations across all sectors and disciplines and are passionate about the work we do to align both our clients and candidates. At Phelps, we are moving the dial on creating diverse and inclusive environments that support people through opportunities that offer a sense of belonging as well as growth & development.

Responsibilities can include:

* Managing correspondence, arranging meetings and general office support
* Scheduling / co-ordinates appointments / meetings and makes all necessary arrangements
* Fact- checking accounting information
* Maintaining proper documentation files and data entry
* Recording all transactions and good data entry skills
* Assisting with preparation and creation of reports, presentations, invoices, communications, tables, charts, files, etc.
* Prioritizing competing requests successfully and multi-tasking.
* Strong organization and time management skills
* Great interpersonal skills that enable effective communication with other employees
* The ability to use various financial transactions such as accounts payable and receivable
* Excellent written and verbal communication skills
* Software proficiency in MS Word, Excel, PowerPoint, Outlook.

**Pay rate:** $18.00 – $26.00/hour

**Location:** Thunder Bay

**Shifts:** Monday to Friday

**Job type:** Temporary contracts

**Ability to commute/relocate:** Thunder Bay, ON: reliably commute or plan to relocate before starting work (required)

**Education:** Bachelor's Degree (preferred)

**Experience:** Administrative experience: 2 years (required)

**Work Location:** In person

Please forward your resumes to: [varnika.shah@phelpsgroup.ca](mailto:varnika.shah@phelpsgroup.ca) **OR** call us at 1 (807)-345-9638