



## **Administrative & Accounting Assistant**

It's not every day you find an opportunity to join a company where you can see the direct impact your work has on the business.

At [Hub Equipment](#), we're giving you that opportunity.

For over 70 years, we've been a respected provider of heavy construction equipment rentals. Privately-owned and operated, we take immense pride in our long history and our strong values of integrity, service, and entrepreneurship.

Our small but mighty team is now on the hunt for a committed, self-starting, and organized administrative & accounting assistant. If you've been in search of a role in which you can truly make a difference, then look no more!

### **Administrative & Accounting Assistant**

As our Administrative & Accounting Assistant, you will be the "hub of Hub". Your work is central in ensuring our office and operations run smoothly.

You will support two key areas of our business: office administration & accounting.

#### ***Administrative:***

You'll serve as the friendly first point-of-contact for anyone calling in, screening and directing calls appropriately. You'll maintain office supplies, oversee incoming and outgoing mail, and organize files.

You'll provide direct support to our President, as needed (to process expenses, book travel, and create documents) as well as occasionally helping our team with general administrative requests.

#### ***Accounting:***

You will process important paperwork relating to purchase orders, parts receiving, work orders, invoices, and expense reports. You'll oversee all vendor invoices: coding and entering accounts payable and making payments to vendors correctly, and on time. You'll also assist in preparing monthly reconciliations.

#### **The Right Fit**

The best person for this role will come with a strong work ethic, and a commitment to doing things right.

Your administrative experience is most important for your success, and some exposure to accounting processes (or a desire to learn!) would also be helpful.

You are also:

- **A self-starter** - you dive right in and aren't afraid to ask questions. Where you see an opportunity to help your team, you take it.
- **Keen to learn** - you'll take interest in our business processes, and learning about the equipment and services we offer.
- **A friendly person with an upbeat attitude** - you get along easily with others and will bring a positive energy to our team daily.
- **A multi-tasking pro** – you juggle competing priorities and demands with ease using your superb organization and prioritization skills.

### **Working @ Hub Equipment**

As part of a small team (just 10 of us) you will get to appreciate how each person's role (including your own!) makes a difference in our business. Our team is collaborative, flexible, and we care deeply about each other's success. We trust each other, which means that you'll have the autonomy to self-manage your daily work.

### **The Details**

This is a full-time permanent role, working Monday to Friday, 8:30-5 pm. We're conveniently located in Etobicoke just minutes from Sherway Gardens and Kipling Station, and highly accessible by public transit.

The target starting salary for this position is \$37,500 to \$46,000, and depending on your skills and experience. You'll also receive full benefits (health, dental, life insurance, and a group RSP) and participate in an annual profit-sharing bonus.

### **Qualifications**

- Experience in an administrative support role in an office environment
- Experience with professional customer/client communication (verbal and written) via phone and email
- Basic knowledge of accounting, with some experience with basic accounting processes (processing POs and parts, accounts payable, reconciliations, expense reports)
- Intermediate level of experience with Microsoft Office, with ability to use basic formulas and functions in Excel
- Strong typing skills, with high speed and accuracy
- Experience using any accounting software

- Post-secondary degree or diploma is preferred, but not required

## **How to Apply**

Our online application at <https://www.fitzii.com/job/35363?s=fc>, which is available for the next 30 days, will give you the option to apply to this role as a complete person – not just a resume. The application will assess your qualifications, personality traits and workplace preferences, and should take 10 to 15 minutes to complete. After submitting, you'll receive an email inviting you to log in and view your assessment results.

We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities. If we can make this easier through accommodation in the recruitment process, please contact us to let us know how.

We will review applications, **with priority given to those who have completed the assessment through the Fitzii application link above**, and look forward to hearing from you.