

## **Administrative Assistant (Bilingual)**

### *Who We Are*

Campbell Scientific is a recognized world leader in designing, manufacturing, and installing environmental and infrastructure measurement and control systems. Our employees are devoted to maintaining our “innovative quality and dependable brand of choice” recognition.

We at Campbell Scientific are committed to satisfying the measurement instrumentation needs of our customers, especially those who are working to advance science and technology for the benefit of humankind. We love creating software and hardware that help our clients make a difference in the world. From measuring weather atop Mt. Everest to water supply for the Panama Canal, our clients help society address the need for clean air, clean water, a good supply of food, reliable well-built infrastructure and safe, efficient transportation.

### *Who You Are*

If you have a passion for what we do and are aligned with our core values of accountability, respect, being client centric, teamwork, innovation and continual improvement, then see if you have what else it takes to join our high-energy team.

#### **Our Ideal Candidate:**

- Fully bilingual (French and English) with strong grammatical and writing skills in both languages
- Post-secondary education in business or administration would be preferred
- Experience in financial administration is an asset
- Naturally friendly and outgoing; we love great energy!
- Exceptional client-facing reception skills, including phone etiquette
- Passionate about helping others and ensuring team success
- Strong attention to detail without compromising deadlines
- Well organized; able to keep track of and prioritize multiple tasks and projects
- A problem solver who can work independently and proactively

### *About The Role*

#### **General Administrative Tasks**

- Answering and directing both calls and emails in a timely manner
- Administrative tasks including: reception (first point of contact for visitors to CSC), mail, managing photocopiers, and office supply orders
- Managing departmental projects including: travel booking, event coordination, research, reporting.

#### Finance Administrative Tasks

- Entering and coding purchase order invoices
- Timesheet tracking, and expense tracking
- Monitoring the accounts payable inbox to answer queries and request information
- Performing vendor account maintenance and creation
- Matching and complying accounts payable invoice packages, emailing payment advices, and filing electronic invoices
- Preparing payment runs
- Processing Amex statements
- Assisting with project accounting and accounts receivable tasks including matching documentation, filing and collections

#### ***Reach Out to Us!***

Apply directly to Saif Akhtar in Human Resources at [hr@campbellsci.ca](mailto:hr@campbellsci.ca) and include your resume, cover letter and salary expectations. Visit [www.campbellsci.ca](http://www.campbellsci.ca) to get an idea of what we do!

***Please note that our office will be closed for an operational shutdown from December 24, 2020 until January 04, 2021. As a result, candidates may be contacted after this time.***

**No agencies please.**