



BATTLESHIELD INDUSTRIES LIMITED

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BILINGUAL ADMINISTRATIVE OFFICER

Battleshield Industries Limited is a proud Canadian manufacturer of **FIRE TRUCKS AND POLICE VEHICLES**. We are currently seeking a **BILINGUAL ADMINISTRATIVE OFFICER**. We are committed in finding the right candidate that has the right skills and personality to grow with the business.

Key Responsibilities:

- Greet customers, answer calls and emails
- Assist in daily/monthly accounting operations
- Data entry using accounting system, spreadsheets and/or word processing
- Perform other related administrative responsibilities, as assigned

Qualifications/Experience:

- Graduation from a post-secondary institution in business administration and/or two (2) years of relevant work experience
- Knowledge of administration and accounting practices

Competencies/Skills:

- Fluent in French and English
- Strong computer proficiency using Microsoft Office and Google applications
- Detail-oriented with a high degree of accuracy
- Ability to adapt to a changing work environment and handle multiple priorities
- Excellent interpersonal skills
- Ability to handle work in a professional manner with tact, diplomacy and confidentiality
- Ability to work collaboratively in a team environment, as well as independently, with minimal supervision

Assets:

- Knowledge using accounting system
- Human resources experience and knowledge
- Knowledge of workplace health & safety

Benefits:

- Salary based on qualifications and experience – in line with current market conditions
- Group benefit package (health, dental, vision, EAP)
- Flexible working hours and a great work-life balance
- Holidays and personal leave days
- Company clothing allowance
- Quarterly staff lunches
- Continuous learning and development

Interested applicants, kindly send resume by email to admin@battleshield.ca or via our website.

We thank all those who apply. Only those selected for an interview will be contacted.