



BATTLESHIELD INDUSTRIES LIMITED

347 Corduroy Road, 417 Industrial Park, Vars ON K0A 3H0

Mailing: P.O. Box 126, Embrun ON K0A 1W0

Luc Thibault, President

613-443-1911 • 1-855-539-1911

www.battleshield.ca

BILINGUAL ADMINISTRATIVE/ACCOUNTING ASSISTANT

Battleshield Industries Limited is a proud Canadian designer and manufacturer of specialized vehicles (fire trucks and public safety vehicles) – we provide solutions for those who serve and protect. We are currently seeking a **BILINGUAL ADMINISTRATIVE/ACCOUNTING ASSISTANT**. We are committed in finding the right candidate to join our family and that has the right skills and personality to grow with our business.

Key Responsibilities:

- Greet customers, answer calls and emails
- Perform daily/monthly accounting operations (including accounts payable, account receivable, account reconciliations)
- Data entry using accounting system, spreadsheets and/or word processing
- Provide support to office staff
- Perform other related administrative responsibilities, as assigned

Qualifications/Experience:

- Graduation from a post-secondary institution in business administration and/or minimum of two (2) years of progressive, hands-on accounting experience in a small/medium sized business environment
- Knowledge of the entire accounting cycle
- Knowledge of administration and accounting policies and practices

Competencies/Skills:

- Fluent in French and English
- Detail-oriented with a high degree of accuracy, a love for numbers
- Highly organized and disciplined
- Strong computer proficiency using Microsoft Office and Google applications
- Ability to adapt to a changing work environment and handle multiple priorities
- Excellent professional communication 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:

- Experience in ERP software system
- Insight in HR management
- Insight in Workplace Health & Safety

Benefits:

- Salary based on qualifications and experience – in line with current market conditions
- Employee benefit program (health, dental, vision, EAP, life insurance)
- Flexible working hours and a great work-life balance
- Statutory holidays and personal leave days
- Company clothing allowance
- Company events such as quarterly staff lunches
- Free-on-site parking
- 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.