



## **BATTLESIELD INDUSTRIES LIMITED**

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[www.battleshield.ca](http://www.battleshield.ca)

## **ADMINISTRATIVE/ACCOUNTING ASSISTANT**

### **WHO WE ARE:**

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

### **WHAT YOUR DAY WILL LOOK LIKE:**

- 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 the office team
- Perform other related administrative responsibilities, as assigned

### **YOUR QUALIFICATIONS/EXPERIENCE SHOULD INCLUDE:**

- Post-secondary education in business administration, accounting, finance or equivalent discipline AND/OR minimum of one (1) year 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

### **YOU ARE THE ONE BECAUSE YOU ARE:**

- 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

### **BONUS POINTS IF YOU HAVE ANY OF THESE:**

- Fluent in French and English
- Experience in ERP software system and payroll software
- Insight into HR management
- Insight into Workplace Health & Safety

### **WHY JOIN OUR BATTLESIELD FAMILY:**

- 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
- Vacation, statutory holidays and Battleshield personal leave days
- Company clothing allowance
- Company social events such as quarterly team lunches
- Peer recognition awards
- Free on-site parking
- Safe work environment
- Continuous learning and development
- Positive and respectful work culture

### **WANT TO APPLY? GET IN TOUCH WITH US TODAY!**

If you think you've got what it takes to join our dynamic and fun-loving team, drop us an email at [admin@battleshield.ca](mailto:admin@battleshield.ca) and attach your resume OR in person at 347 Corduroy Road in Vars, ON.