



**Administrative Assistant (Part-Time)
Redbrick Communications Inc.**

Company Profile

Redbrick Communications is a respected provider of strategic communications and public relations consulting services. Founded in 2002, Redbrick provides services and training to a broad range of public and private sector clients. Our portfolio includes work for prominent companies, law firms, governments, associations, universities and not-for-profit agencies.

Redbrick has developed a reputation as a boutique PR firm with an emphasis on public affairs and corporate communications that provides exemplary service in a positive work environment.

Position summary

Redbrick is searching for a candidate with who can provide a range of administrative supports so that our busy consulting practice runs smoothly. This position will have flexible, part-time work hours.

Responsibilities

- Processing accounts payable and receivable.
- Purchasing and supplier management.
- Managing and tracking invoicing.
- Managing payroll.
- Assembling materials for meeting, presentations and training programs.
- Filing, photocopying, office organization and management.
- General administrative support, as required.

Skills

- Trustworthy and reliable.
- Excellent organizational skills and attention to detail.
- Proficiency in Microsoft Word and Excel.
- Ability to work independently and take initiative.
- Some previous experience working in a professional office environment.

Additional Information

This position would be well suited to someone looking to work flexible, part-time hours in the community.

Please apply to:

Redbrick Communications
22 Mississauga Road North
Mississauga, ON
L5H 2H6

E-mail: hr@redbrick.ca

Website: www.redbrick.ca