



Durisol Ltd.
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Office Administrator – Hamilton, ON

Durisol Noise Barrier Systems is the market leader in the noise barrier and retaining wall industry. Our company designs and supply of materials for proprietary noise and retaining wall systems – including Durisol precast absorptive noise barrier panels, transparent noise barriers, fire-rated barriers, narrow footprint retaining walls and MSE retaining walls. We perform all duties associated with our jobs, including sales, engineering/design, manufacturing, and construction support.

Job Description

We are seeking an experienced Office Administrator to join our Hamilton team. The desired candidate should be a Business Administration Program graduate or someone with relevant experience in the construction or precast industry is preferred.

Job Requirements

- In this role you will be responsible for successfully carrying out data entry functions
- Provide general administrative and clerical support as assigned to support Office Manager
- Greeting guests
- Open, sort and distribute incoming correspondence
- Ordering supplies & stocking shelves
- Scanning documents to electronic files
- Provide general administrative and clerical support as assigned
- Assist with general bookkeeping duties, both A/R and A/P
 - Invoicing & cash posting
 - Receiving AP invoices
 - Printing cheques, matching & mailing
 - Maintain daily spreadsheets
 - Filing
- Perform credit checks
- Maintaining electronic and hard copy filing system
- Open, sort and distribute incoming correspondence
- Other admin functions as assigned

Qualifications

- 5 years office administration experience preferred
- Excellent written and verbal communication skills
- Self starter, dedicated, customer focused, team player
- Demonstrated ability to multi-task in a small office environment

- Mature, detail oriented and able to work with minimal direction
- Good working knowledge and proficiency in Microsoft Outlook, Word, Excel
- Requires basic bookkeeping skills
- Knowledge and/or experience in the construction industry an asset
- Experience with Jonas software would be an asset

Durisol Ltd. is committed to meeting the accessibility needs of persons with disabilities in an effective and timely manner in accordance with the applicable standards set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the provisions of the Ontario Human Rights Code, and any other applicable legislation. We foster an inclusive organizational culture as an Equal Opportunity Employer.

Please send applications to: hr@durisol.com