

ADMINISTRATIVE OFFICE ASSISTANT

ScopeCare is a medical device repair company located in Vaughan, Ontario. For more than 20 years our team has provided a premium one-stop OEM Correct™ repair service with competitive pricing to customers around the world.

We are looking to hire an Administrative Office Assistant that is enthusiastic, solutions-oriented team player who takes initiative and thrives on a high performing team. You are self-motivated, self-starting and utilize a proactive approach to work.

Responsibilities

- General office support including receiving and responding to requests and inquiries, screening and directing telephone calls.
- Update company database with Technician notes and generate service reports.
- Generate daily status reports and distribute to the management team.
- Generate billing report for customers.
- Provide vacation coverage to purchasing, customer service and logistics staff.
- Order office supplies.
- Assist with setting up and preparing for company meetings and events.
- Copies, sorts, and files records related to office, repairs and other matters.
- Facilitate and monitor medical devices that are provided to customers on loaned terms.

Requirements:

- Must be able to work on-site at the ScopeCare office.
- Demonstrated knowledge and skills of generally accepted administrative practices and procedures normally associated with an Office Administration College Certificate is preferred.
- Demonstrated customer service experience along with effective conflict resolution and communication skills to deal effectively and courteously with internal and external stakeholders.
- An ability to respond to inquiries by telephone, in person and in writing.
- Established computer skills and experience in related software applications (Microsoft Office Suite).

We offer competitive compensation and benefits packages for our employees. If you are a motivated individual with excellent organizational skills and a passion for providing exceptional customer service, we welcome your application.

Please submit your cover letter with your resume to be considered for this position to:

[hiring@pacificsurgical.ca](mailto: hiring@pacificsurgical.ca)

We will reach out to short-listed candidates for follow-up.