



**Icom Canada Holdings Inc.
Mississauga Branch
Job Posting**

Position Title: Office Administrative Assistant

Do you enjoy being a key part of an office team? Do you thrive on new challenges every day? Do you want to push the state of the art in two-way radio communications? Icom Canada is looking for an Office Administrative Assistant in our Mississauga, Ontario office who is committed to providing our customers with the very best support. Icom Canada's goal is to deliver the highest levels of customer service, support and care of anyone in the industry.

This position is responsible for being the main point of contact for our Eastern office. You will be the main organizing point for our sales reps, service technicians and our dealers. General office duties, shipping/receiving, inventory and other tasks that may arise.

- Reception, 1st on phones. Will answer general questions, pricing inquiries. May need to make inside sales calls
- Photocopying, faxing and other general office duties. Will need to be flexible to handle any office tasks assigned.
- Small office shipping and receiving.
- Microsoft Word and Excel knowledge needed. Experience with Accpac a plus.
- French language skills an asset

The successful candidate will have excellent communication skills and attention to detail.

Icom Canada Holdings Inc. provides a competitive compensation and benefits package. We are an equal opportunity employer. We do not discriminate on the basis of race, religion, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. Qualified candidates must submit cover letter, resume, and salary expectations to info@icomcanada.com.

Count on us!

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