

## **ADMINISTRATIVE ASSISTANT – PART TIME**

**Stepscan Technologies Inc.** (Stepscan) is a medical technology company located in Charlottetown, PEI looking for part-time office admin support for its CEO and Accountant. The position is part-time 10-15 hours a week (flexible schedule, in person ) and is located in our Charlottetown office.

### **Roles/responsibilities:**

Coordination of company administrative activities to ensure smooth operation including:

- Assisting with invoicing, scanning and filing of documents, and record management
- E-mail management
- Data entry using Auto Entry (Sage)
- Ordering supplies when warranted
- Assisting with report and claims preparation
- Assistance with travel arrangements and expense reports as required
- Executive and other staff administrative support
- Other duties as assigned.

### **Requirements**

- Very organized and systematic nature
- Highly efficient and productive
- Fast learner
- Technically sound and confident with new technology
- Independent worker
- Competence in Microsoft Excel and other basic computer skills (word, email, internet)
- Superior writing and communication skills

### **Application details:**

Interested candidates should e-mail their cover letters, resume and the names of three references to: [info@stepscan.com](mailto:info@stepscan.com)

*We thank all applicants for their interest, however, only those candidates being considered for an interview will be contacted.*