

**About Us:**

North Fringe Industrial Technologies is a proudly Canadian company with locations across the country. We specialize in industrial pumps, equipment rentals, and pump repair services, and we take pride in solving problems for our customers with reliable support and a strong technical foundation. As our company continues to grow, we're looking for exceptional people to grow with us.

**Position Overview:**

We are currently seeking a professional and personable full-time front office administrator to support our operations. This role serves as the first point of contact for visitors and callers while also supporting a wide range of administrative and operational functions across the organization. It's a great opportunity for someone who thrives in a dynamic environment and takes pride in being organized, efficient, and proactive. The successful candidate will support a wide variety of administrative tasks while representing North Fringe with professionalism and discretion.

**Key Responsibilities**

- Greet and assist visitors; ensure proper log-in and safety gear procedures
- Answer and direct incoming calls, including phone coverage during staff breaks
- Respond to emails and maintain organized filing systems
- Input purchases, convert purchase orders, and enter invoices at receipt of goods
- Review and process company purchase orders; ensure pricing, product, and quantity accuracy
- Process payments, including credit card transactions, print cheques, and prepare outgoing mail
- Reconcile Visa statements and track receipts
- Process customer credit applications and prepare/send customer statements
- Assist with inventory management
- Maintain and file records, including vehicle/license plate tracking and equipment lists
- Create and update Excel spreadsheets and PowerPoint files as needed
- Order office and kitchen supplies; maintain stock and prepare coffee for staff
- Track staff function dates and assist with coordination
- Scan and upload invoices to CRM
- Manage company cardlock accounts
- Provide general administrative support to management
- Cross-train and support other departments (invoicing, shipping & receiving) as needed

**Requirements:**

- Proficiency in Microsoft Office (Outlook, Excel, Word, PowerPoint)
- Excellent written and verbal communication skills
- Strong attention to detail and organizational skills
- Ability to handle confidential and sensitive information with professionalism and discretion
- Accounting or bookkeeping experience is considered an asset
- Previous experience in an administrative or customer service role is preferred
- Self-motivated, dependable, and able to work both independently and within a team

**What We Offer:**

- Competitive salary
- Extended health and insurance benefits
- Group RRSP plan with employer contributions
- A supportive, team-oriented work environment with room to grow

**How to Apply**

We are looking to fill this position immediately. If you're interested in joining a growing team and contributing to a fast-paced, customer-focused environment, we encourage you to submit your resume and a brief cover letter at [www.northfringe.com/careers/](http://www.northfringe.com/careers/) as soon as possible.