



XTREME JOB DESCRIPTION

Job title:	<i>Xtreme Administrator</i>
Reports to:	<i>Office Manager, President</i>

Position Overview

The main focus of this dynamic position is to assist the Office Manager with bookkeeping and accounts, while supporting marketing efforts and management. It is imperative that the candidate has skills and experience in these areas, is willing to learn, has a positive, welcoming attitude, and ideally has some experience in the automotive sector.

This role is suitable for a junior bookkeeper or professional with a more diverse administration background, including excellent communication skills, proven reliability and professional integrity.

This position is also responsible for administrative support for other aspects of the business including, Sales + Marketing, HR, and to the Management team.

XTG is a large automotive service and retail tire shop, located in Port Credit. We also have a large fleet service segment, as well as OTR segment. We have 8 active service bays and pride ourselves on our knowledgeable team and reliable service. We strive to create loyal, long-term relationships with our customers - and our team. For more information, please visit our website:

www.xtremetiregarage.com

Duties and Responsibilities

ADMINISTRATION:

- Support Service Advisors and Management with inbound calls and messages (in busy season, lunch coverage)
- Print off and distribute A/R, purchase orders, RO reports for the Sales team to reconcile
- Assist with annual inventory

JR BOOKKEEPING/ACCOUNTS:

- Receivables – ‘call + collect’ on aged accounts, as required
- Reconciling statements
- Bank account reconciliation
- Assist in any other tasks for the Accounting department
- Journal Entries
- Accounts Payable
- OTR Billing

MARKETING AND IT RESPONSIBILITIES:

- Assist/support in marketing/online marketing endeavors
- Be the liaison with XTG's marketing agency. Ensure they have information they require to keep our website and socials updated
- Assist with community/business events that XTG is part of/hosts
- Reach out/create support ticket with XTG's IT support team as issues arise

H/R:

- Post job vacancies as required, screen applicants, set up interviews and onboard new employees, set up training schedule (where applicable)
- Manage Performance Reviews (at 3 months and annually)
- Administration of Group Benefits program
- Update the Employee Handbook when required

Skills you bring to this Position

- Post-secondary education and experience in business administration, accounting/bookkeeping, or work experience as a Jr Bookkeeper
- *Excellent* communication skills (written and verbal)
- Proven professional integrity
- Enjoy the challenge of a multi-faceted work environment
- Keen to learn new skills
- Sound decision-making abilities
- Working knowledge of *Costar* would be an asset

How to Apply

Please submit resume and cover letter, outlining your fit for the role to:

jean@xtremetiregarage.com

Please note our location in Port Credit (south-east Mississauga). It is important that the commute is realistic for candidates.

Deadline for Submissions

Until the position is filled

Compensation

\$25-\$27per hour depending on skills and experience. Benefits package after 6 months. Free parking and employee discount.
