



WE ARE HIRING

Administrative Assistant

St-Stanislas • Montréal • Québec • Industriel
Alma • Candiack • Sherbrooke • Toronto • Winnipeg

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For over 40 years, ADF Diesel has been a family-owned business recognized as a leader in diesel mechanics across Canada. With 10 branches nationwide, we offer the most comprehensive range of products and services in our industry. Constantly growing, our distribution center located in **Kirkland** is currently looking for an **ADMINISTRATIVE ASSISTANT** to join our team.

A CONCRET OVERVIEW OF YOU DAILY ROLE

- Follow-up on branch accounts payable
- Entry data
- Supervision of internal management reports follow-up for branches
- Technical preparation for year-end closing of branch financials
- Verification/internal control of invoice data entry
- Preparation of various internal reports and memos
- Answering phone calls
- Performing any other related tasks

REQUIREMENTS AND QUALIFICATIONS

- College diploma (DEC) in administration, accounting, office technology, or any other relevant field
- A combination of relevant experience and training may also be considered

WHAT WILL MAKE YOU SUCCESSFUL IN THIS ROLE

- Excellent judgment, autonomy, and professionalism
- Strong time and priority management; ability to meet deadlines
- Attention to detail and strong ability to handle unexpected situations
- Proficient in written and spoken French and English*

LOCATION

17650, Trans-Canada Highway,
Kirkland, H9J 3X5 (Qc)

WORK CONDITIONS

Salary offered :

Competitive base salary between
22\$-30\$ per hour, adapted to
your experience

Benefits :

Group insurance, DPSP (Deferred
Profit Sharing Plan), work-life
balance support, and more

Position status :

Full-time, 40 hours/week, Day
shift, Monday to Friday

Employment Duration :

Permanent position

POUR POSTULER

Come realize your full potential
with ADF Diesel!
Please send your resume by email
to: cv@adfdiesel.com

*The position requires the incumbent to communicate (spoken and written) in English with suppliers, clients, and our branches outside of Quebec. This job description is not exhaustive, as the employee may be assigned any other related duties as required in the performance of their responsibilities. The use of the masculine gender in this document is for the sole purpose of readability. We thank you for your interest in our company. Please note, however, that only selected candidates will be contacted.