



19A Hwy 12N
Steinbach, MB R5G 1T1
204.326.6630

January 24, 2025

Client Relations & Administration

We're looking for an energetic and dedicated individual to join our team!

We build brands. One integrated system, all under one roof.

You will be joining a talented, innovative team working on creative projects that help build brands and make a difference.

This is a key position, being the first point of contact for clients in person and on the phone; responsible for communicating with our clients, entering and figuring out order details for production, and some administrative duties.

Who You Are:

- Enjoy working in a team environment.
- Positive attitude and genuine desire to listen, understand and serve our clients.
- Strong communication skills (written and oral).
- Attention to detail, creative problem solving, quick learner, ability to multitask, organized.
- Curious nature to how things work and not afraid to ask questions to find the answer.
- Strong computer skills with a desire to dig into the details and learn new software.
- Proven ability to work well in a fast-paced environment and can handle multiple tasks.
- Previous bookkeeping or accounting experience considered an asset.
- Understanding of print and sign-making process considered an asset.

Responsibilities:

- Create a positive first impression with our clients by responding to inquiries and maintaining great relationships, both on the phone and in our office.
- Gather information and clearly communicate details to and from our clients, working with our team to come up with creative solutions - tracking job details with software.
- Receive payments and process Accounts Receivable, previous experience with Sage 50 or Quickbooks considered an asset.

We have a relaxed and positive atmosphere, a bright and open office environment, continually invest in training opportunities and technology, and provide complete healthcare & benefits package including weekly lunch options and snacks.

Please email your resume and cover letter stating why you would be the best candidate to join our team: Matt Penner (matt.penner@onpoint.ca) by February 3, 2025

