



The JW Corporation Inc.  
3755 Rue Isabelle, Unit 102  
Brossard, Quebec  
Canada J4Y 2R2  
[www.customerservice@wcorp.ca](mailto:www.customerservice@wcorp.ca)  
[www.wcorp.ca](http://www.wcorp.ca)

**Job Title: Administrative Assistant**

Position: Administrative Assistant

Openings: 1

Location: 3755 Rue Isabelle, Brossard, Quebec J4Y 2R2

- ❖ On-site
- ❖ Possibility of occasional hybrid work based on business needs

Job Status: Full-time Permanent

Shift: Monday-Friday; 9am-4pm

**Job Description:**

We are seeking a motivated, well organized, and detail-oriented Administrative Assistant to join our ever-growing team. You will support our day-to-day business operations and work closely with other team members.

At The JW Corporation, our mission is to provide exceptional technical sales representation services to our clients in the manufacturing industry. We are committed to building long-lasting relationships with our clients based on trust, integrity, and mutual respect. We strive to deliver customized solutions that meet the unique needs and goals of each client, and to continuously improve our services through innovation and creativity. Our goal is to be recognized as a leader in the industry for our expertise, professionalism, and dedication to our clients' success.

The JW Corporation has built a unique culture that fosters a casual and autonomous work environment. We believe in providing each team member with the autonomy to work independently while maintaining a transparent communication flow across all levels of the company. We also have a deep commitment to keeping our employees happy and thriving to make a meaningful impact. We believe that a happy workplace leads to better productivity, collaboration, and ultimately, better outcomes for our clients.



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#### Responsibilities:

- ❖ Answer phone calls and respond to emails in a timely and professional manner
- ❖ Assist in managing calendars and scheduling appointments and meetings
- ❖ Organize and maintain electronic and paper files and records
- ❖ Process and distribute incoming and outgoing mail and packages
- ❖ Prepare shipping documents and follow up on domestic and international shipments
- ❖ Perform basic bookkeeping tasks, such as preparing quotes and invoices
- ❖ Create and follow up on prospects and purchase orders
- ❖ Create and manage internal work orders
- ❖ Order office supplies and maintain warehouse inventory
- ❖ Other duties as assigned by management

#### Requirements:

- ❖ Minimum; DEC, or certificate equivalent
- ❖ New graduates are welcomed!
- ❖ Bilingual English and French required
- ❖ Strong client service, communication and interpersonal skills
- ❖ Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- ❖ Able to work in a fast paced environment with minimum supervision
- ❖ Excellent organizational and time management skills
- ❖ Ability to multitask and prioritize tasks effectively
- ❖ Highly adaptable and flexible
- ❖ Basic Knowledge of bookkeeping and accounting principles
- ❖ Familiarity with office equipment such as printers, copiers, and scanners
- ❖ Ability to work independently as well as part of a team

To apply, please submit your resume to [customerservice@wcorp.ca](mailto:customerservice@wcorp.ca). We look forward to hearing from you!