



**Mally Designs Ltd.
JOB DESCRIPTION**

Mally Designs Ltd. is a fast growing company based in Abbotsford, BC. We are looking to build a team of energetic, self motivated, passionate people. If you would like to be one of the first key members of our team, and believe you share the values we look for, please submit your resume!

Job Title: **Administrative Assistant**

Direct report: **President**

Hours: **30 hours / week**

Compensation: **\$14 / hour**

Estimated Start Date: **July 28, 2008**

General Description

- Basic accounting functions such as accounts receivable / invoicing
- Filing, faxing, telephone answering
- Replying to customer service emails
- Typing letters and memos
- Updating simple website text such as retailers list

Current Job Requirements

- At least 3 years experience in a similar position
- Experience in Quick Books accounting software
- Basic computer skills, including MS office programs
- Pleasant telephone manners
- Excellent written and verbal English Skills
- French as a 2nd language would be a bonus

We are looking specifically for an individual who:

- has a proven work ethic
- enjoys being a part of an energetic team
- is highly self motivated
- expresses a strong desire to excel and succeed
- believes in the importance goal setting and goal achieving
- demonstrates strong organizational skills

Why be a member of our team?

As a key member of the Mally Designs team, you will get to work in a fun team environment. We believe in providing a great place to be for our employees, knowing that in doing so, we will have a happy and productive team who enjoys being a part of our growth and success as a company.

We also believe in helping you achieve your career goals with us, whether you see a future in our design department, sales, management, etc., we will do our best to help you achieve your goals!