



**Community Employment Resource Centre**  
for Kanata and West-Ottawa  
613-828-2123  
info@cercottawa.ca

## Administrative Support/Dispatcher - C & N Electric

**Company Name:** C & N Electric

**Legal Business Name:** C & N Electric

**Contact Person:** Charles Sadler

**Address:** 5640 Manotick Main St

**Phone:** 613-229-2211

**Fax:**

**Email:** lsadler.cn@gmail.com

**Jobtitle:** Administrative Support/Dispatcher

**Transportation:** Car Required

**Location:** 5640 Manotick Main Street

**Salary:** 17.50

**Hours:** 40.5 over 2 weeks

**Start Date:** 11/23/2020

**Date Posted:** 10/21/2020

**End Date:** No end date

**Job Description:** Administrative Support/Dispatcher

### Job Details

C & N Electric Ltd in Manotick is a small family owned business and they are looking for an administrative support/dispatcher.

Duties include answering telephones, booking plumbing and electrical service calls, creating quotes for customers, invoicing, ordering materials, internet searches, internet purchasing, ordering inventory for jobs, scheduling locates, working closely with other support dispatcher. Must have exceptional customer service skills and be able to work in a fast-paced environment.

- Extremely detail oriented and organized
- Ability to work well with others and be an effective communicator
- Experience in MS office and Outlook
- Effective problem-solving skills
- Ability to multi-task effectively
- Ability to work under pressure and have a good memory

### Week 1

Monday to Thursday 6:30am to 3:30pm, 1 hour lunch

Friday 6:30am to 4pm, 1 hour lunch

Week 2

Monday to Thursday 6:30am to 3:30pm, 1 hour lunch

Friday off

Total 40.5 hours over 2 weeks.