



**PRESTON  
PHIPPS**

Since // depuis 1933

**PRESTON PHIPPS INC.**

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**POSITION: ADMINISTRATIVE ASSISTANT/INSIDE SALES**

**LOCATION: HALIFAX, NS**

**Who You Are:**

You are an exceptional Administrative Assistant who also possess the ambition to grow into an Inside Sales role. You are energized, take-charge individual who possesses exceptional attention to detail, and the ability to multitask and manage interactions with discretion, sensitivity, and empathy.

Your mission at Preston Phipps is to take the tools and processes that we currently have and use them to support our people in the Halifax office. You use your time effectively and efficiently and concentrate your efforts on the more important priorities. You are able to get more done in less time than others and can attend to a broader range of activities.

**About the Role:**

- Manage records, appointments, upcoming events, and calendars of activities.
- Prepare and/or validate expense reports ensuring accuracy.
- Manage site personnel travel logistics, rosters, and daily schedules.
- Take minutes at meetings and create action plans.
- Prepare itineraries for trips and large meetings.
- Perform general office duties to include mail distribution, ordering office supplies, and creating and maintaining department files.
- Produce daily, weekly, and monthly reports as requested.
- Receive inquiries from customers and qualify opportunities.
- Create, maintain, and manage business partner data in Prophet 21.
- Create, maintain and manage inventory data in Prophet 21.
- Prepare and submit customer quotations.
- Enter and expedite orders.
- Maintain accurate and updated records and notes on sales opportunities, quotes, and orders and attach the relevant correspondence and documents to Prophet 21.
- All other duties as assigned.

**Required Experience:**

- Proven office/administrative experience (1-5 years)
- Intermediate to advanced proficiency of Microsoft Office Suite, including development and use of templates, styles, and other advanced functions
- Previous Inside Sales or Project Coordination experience is considered an asset

## **Competencies:**

### **Dealing With Ambiguity**

Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle.

### **Decision Quality:**

Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.

### **Functional/Technical Skills:**

Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.

### **Interpersonal Savvy:**

Relates well to all kinds of people, up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.

### **Organizing:**

Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently arranges information and files in a useful manner.

### **Perseverance:**

Pursues everything with energy, drive, and a need to finish; seldom gives up before finishing, especially in the face of resistance or setbacks.

### **Problem Solving:**

Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.

### **Technical Learning:**

Picks up on technical things quickly; can learn new skills and knowledge; is good at learning new industry, company, product, or technical knowledge; does well in technical courses and seminars.