

DETAILED JOB DESCRIPTION

ANT Solutions is a fast growing company in Canada. We trying to increase our influence in many areas of the technology market nowadays. We offer a big range of technology solutions and services and are home to a wealth of expertise in in our sphere, services for businesses of all sizes and secure, leading-edge virtual access methods.

ANT Solutions is looking for **Multitask Manager** (remote position), now available 3 positions. We are proud to announce that both options are available for hiring **Full time and Part time**.

Primary responsibilities:

- Handling all incoming and outgoing mail, calls, emails, and faxes:
 - 1.Continuously monitoring, responding to and forwarding incoming emails.
 - 2.Coordinating messenger and courier service with preferred vendors.
- Filing and organizing paper and electronic documents, such as emails, invoices, reports, and other administrative records:
 - 1.Converting paper documents to digital using a scanner.
 - 2.Assisting with data entry and database maintenance.
- Interacting with customers and third parties, keeping track of their files, and addressing their complaints and requests in a timely manner:
 - 1.Performing follow-up and regular maintenance of client relationships.
 - 2.Preparing and delivering documents to clients.
 - 3.Purchase items for customers from our partners when it's a part of our package.
 - 4.Ensuring current products are completed within deadlines and delivered to customers.
- Maintaining office (home office) coordination and resolving any issues and inquiries:
 - 1.Ordering missing supplies and maintaining inventory
 - 2.Replacing materials and equipment as needed or instructed.
 - 3.Completing expense reports.
- Ensuring work area is clean and organized.

Benefits from the very beginning:

- Full training (first 10 business days as a trial period)
 - Schedules that support work / life balance
 - Career development opportunities

- Skills development in the field you love
- 28 days off, plus holidays and your birthday is a weekend every year
 - An organization that cares about sustainable development

Pay Scale:

1.Full-Time salary of **1300 CAD/week (after taxes)**, for the services of the Employee, payable at regular every Friday at 6 pm.

2.Part-Time salary of **650 CAD/week (after taxes)**, for the services of the Employee, payable at regular every Friday at 6 pm.

Bonus program (you can earn a plus for your salary for fast task performance).

NOTE: Salary determined by hourly average payment per hour for 40 working hours per week as Full time and the same for 20 working hours per week as Part time. Salary will come to your bank account once every week on Friday at the mentioned time. Payment is received via direct deposit or Interac e-transfer online. (You will be asked to share your void cheque in further procedures)

To help you immerse yourself in the usual rhythm of the company's work and get training for better work experience in our systems and accounts, the first 10 business days will be timed to the trial period and also paid by the company.

SPECIAL NOTES:

Interview: You will get the interview at the office or through a video-conference on Skype or Zoom as soon as you pass trial period.