

Administrative Assistant  
Sales Department  
Toronto – Steeles and Weston Road  
Day Shift – 8:00am to 5:00pm  
Competitive Starting Rate based upon experience

*Did you know that 34,000+ Canadians are directly employed in the recycling industry? Interested in becoming part of Canada's workforce that's shaping our environment?*

**Here's what we do...**

Combined Metal Industries (CMI for short!) sources and processes recycled ferrous and non-ferrous metals across North America and ensure they do not end up in a landfill or go to waste. Our recycling stream ensures that all the ferrous and non-ferrous metals that enter our yards will create something new again!

**Here's where you come in!**

CMI is looking for an Administrative Assistant to join our Sales Administrative team. In this position you will provide administrative support to the sales team and provide outstanding customer service to our customers over the phone and in person.

**Sound good so far? Here's what you'll be responsible for in this role...**

- Process a variety of reports
- Source and prepare quotes
- Coordinate customer pickups
- Coordinate with account managers and ensure payment is processed
- Provide various administrative support
- Respond to incoming calls and customer concerns

**We think it would be awesome if you have...**

- 1 – 2 years previous administrative experience
- Strong customer service skills
- A passion to make a difference as a business person!

**A few super cool things about us...**

We want to provide you with the best including:

- A competitive salary including excellent benefits and performance based increases.
- Job stability
- A great team to learn from and unlock growth and career opportunities.
- A commitment to your health and safety and those CMI impacts.
- A chance to give back to the environment and contribute to sustainability.

Already picturing yourself in this role? We thought you might be! Send your resume to [careers@combinedmetal.com](mailto:careers@combinedmetal.com) and let us know how you would make an impact at CMI.

We are located at Steeles & Weston Road in North York – a **15-20-minute bus ride** from Pioneer Village Subway Station in North York and an **8 – 10-minute bus ride** from Highway 407 Subway Station in Vaughan

To learn more about us visit [www.combinedmetal.com](http://www.combinedmetal.com)

We look forward to hearing from everyone but please note that due to the volume of resumes submitted, only those selected for next steps will be contacted. To stay in touch with CMI and keep up to date on all open opportunities, follow us on [LinkedIn](#) and [Indeed!](#)

*CMI is committed to providing reasonable accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs in all stages of the hiring process. \**