



Accounting Clerk

Posted by: Ranjodh Singh

Posting date: 01-Apr-2023

Closing date: 29-Sep-2023

Education: Graduation

Language: English. Punjabi

Job location: Airdrie

Salary: \$25.50

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ3215322

Expired

Job description:

Responsibilities

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Office Administration

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- Take full responsibility for office administration to secure efficiency and compliance to company policies

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- Assist with planning, scheduling and coordination of collection routes

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- Review and analyze route performance and respond to any issued identified
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- Prepare and format internal and external corporate documents, communication (i.e. letters, reports, memos, brochures and presentations, etc.)
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- Responsible for the maintenance of administrative forms and documentation
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- Coordinate and manage health and safety to ensure compliance with OH & S regulations
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- Coordinate and manage recruitment
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Personal Profile

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- Strong planning and coordination skills
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- Positive and outgoing attitude
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- Passion for results
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- Willingness to accept and act on feedback
rn
- Proven reliability and punctuality
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Experience, Skills and Knowledge

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- Solid office management and administrative experience
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- Excellent working knowledge of MS Excel, MS Word, Outlook and databases
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- Attention to detail and problem-solving skills
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- Strength in analysis and interpretation of data

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- Strong record keeping skills
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- Excellent written and verbal communication
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What We Offer

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- **Compensation : \$72,000 - \$75,000 per annum**
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- **Shift : Mon - Fri , 8:00 -4:30 PM**
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- **Medical, Dental and Vision benefits**
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Job Type: Full-time

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Salary: \$72,000.00-\$75,000.00 per year

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Benefits:

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- rn
- Dental care
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- Extended health care
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- Life insurance
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- On-site parking
- rn
- Vision care
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COVID-19 considerations:

rnMasks, Sanitizers and Gloves provided

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Experience:

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- Office Management: 3 years (preferred)

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Posted on canadianjobportal.com