



Accounting Clerk

Posted by: Rn tech

Posting date: 01-Aug-2023 **Closing date:** 29-Jan-2024

Education: Graduation

Language: English. Punjabi

Job location:

Salary: \$18.23

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ2859659

Expired

Job description:

The successful candidate will be responsible for:

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~ Basic Data Entry

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~ Performing Simple Audits

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~ Assisting Accounting Department

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~ Filing and Photocopying

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~ Assisting Purchasing Department

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Requirements

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~ Excellent Communication Skills, Both Written and Oral

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~ Excellent Organizational and Interpersonal Skills

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~ Strong Typing and Data Entry Skills

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~ Detail Oriented and Able to Maintain Composure Under Pressure

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We offer a competitive salary and benefits package. Hours for this position are 8:00am to 4:30pm.

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This is an exciting opportunity for a dynamic individual to join our team.

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Applicants must be residents of Vancouver / Lower Mainland - resumes from outside this area will not be considered.

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We thank everyone for their interest. Only those applicants who are short listed will be contacted.

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Job Type: Full-time

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Salary: From \$18.00 per hour

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Benefits:

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- Dental care

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- Extended health care

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- Vision care

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Flexible Language Requirement:

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- French not required

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Schedule:

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- 8 hour shift

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Education:

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- Secondary School (preferred)

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Work Location: In person

Posted on canadianjobportal.com