

WE ARE HIRING A FULL TIME
OFFICE MANAGER
AT OUR ALAMEDA, SK LOCATION



Double Diamond Farm Supply is an independent, locally owned, full service crop production retailer located in SW Manitoba and SE Saskatchewan.

Position Description

- Manage incoming calls to the office and other reception duties.
- Manage all aspects of accounts receivable including invoicing, payments on account, monthly statements and all filing.
- Manage daily inventory.
- Help with any special projects as required.

Requirements

- Individual must be highly motivated and have the ability to work well independently and as part of a team.
- Time management and communication skills are an asset.
- Valid driver's license and good driving record required.

Interested applicants can apply to

Tyson Dmytriw

306-485-9788 tyson@doublediamond.mb.ca

** Position to begin ASAP **

www.doublediamond.ca

[@DoubleDiamondAg](https://www.instagram.com/DoubleDiamondAg)

