



**Valleyview**

# Employment Opportunity

## Admin Clerk

Valleyview Co-op is hiring a full-time (Term May-August) **ADMIN CLERK** at our **ADMINISTRATION OFFICE** in **VIRDEN, MB.**

### Who we are:

Co-op does business differently. As a co-operative, we believe in working together to serve Western Canadians, delivering profits back to our communities and investing in sustainable growth. To learn more about who we are and how you can help bring our brand to life, visit us at [www.valleyviewco-op.crs](http://www.valleyviewco-op.crs)

### What you'll do:

Under the direction of the Accountant/Office Manager, the Admin Clerk is responsible for providing administrative support to our 10 locations in a mid-sized office team and customer service for internal and external customers. The Admin Clerk will learn aspects of our account receivables and payables functions gaining an understanding of our overall office operations. Some of the duties you will learn include cash balancing and posting of daily sales summaries, deposit preparation, daily audit of department cash-ups, customer payments and account inquiries, receiving book maintenance, invoice support, reconciliations, and vendor management. The Admin Clerk assists in all areas of administrative support including coverage and backup for all office personnel, filing, mail outs, general office duties, and inquiry response.

### Who you are:

We are looking for applicants who are:

- Working towards a diploma or degree in a business, accounting, or the office administration field and have completed at least one year.
- Seeking summer employment from May-August
- Motivated to learn, able to adapt well to change, and has an interest in pursuing a career in a Co-op retail environment

Our Team Members receive competitive salaries, we recognize the importance of work/life balance, and we offer many paid learning opportunities. We strongly encourage growth and development of our Team Members and want to see them make a career with Co-op.

At Co-op, we embrace diversity and inclusion, and we're working to create a workplace that is as diverse as the communities we serve. We support and provide an environment that allows all to bring their whole selves to work.

Apply by submitting your application through the **careers** section on Valleyview Co-op's website at [www.tinyurl.com/JobBoardvv](http://www.tinyurl.com/JobBoardvv)

This position falls under Collective Bargaining Agreement with UFCW 832. Wage Range: \$13.61 - \$19.06/hour

**Internal Posting Opens: February 7, 2022 Closes: February 14, 2022**