

Job Description:

Wanted part time receptionist/bookkeeper:

Duties include:

Answering phone calls

Greeting customers

Taking payments

Scheduling service calls

Ensuring office stocked with proper office supplies

Bookkeeping – entering accounts payable/customer billing/payroll

Hours:

May 1 – Sept 30 Wednesdays 9-5 (can give more hours per week to the right candidate)

Full time for 3-4 weeks of vacation relief

Required Skills:

Highly organized individual

Friendly telephone mannerisms

Works well with others

SAGE50 accounting experience preferred but will train

Electrical knowledge an asset but will train

Wage:

Above average compensation based on experience

Apply To:

Nickel Electric Ltd

701 4th St

Brandon, Mb R7A 3H6

info@nickelectric.ca

