



Valleyview

# Employment Opportunity

## Admin Clerk – Accounts Payable

Valleyview Co-op is hiring a **FULL-TIME 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. Our team provides a range of products and services to support our member-owners. Through the work that we do, we help to build, fuel, feed and grow Western Canadian communities together.

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 in a mid-sized office team, customer service for internal and external customers, accounts payables, 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 individuals with previous administration experience including accounting experience, a strong software aptitude, mathematically inclined, ability to organize, detail oriented, and works well in a fast paced, team environment.

Our Team Members receive competitive salaries, a comprehensive benefits package and an employer-contributed pension plan. We encourage our Team Members to take advantage of learning opportunities, to grow and develop and to foster a culture of teamwork and innovation.

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.

**INTERNAL POSTING OPENS: May 20, 2020 and Closes May 27, 2020**

Union position under UFCW, Local 832 Administrative Clerk Wage Range: \$13.01-\$18.23 /hour

**Apply by submitting your application through the careers section on Valleyview Co-op's website at [www.valleyviewco-op.crs](http://www.valleyviewco-op.crs) or email [hr@valleyview.coop](mailto:hr@valleyview.coop)**