

OPPORTUNITY



BRANCH OFFICE CLERK

Date issued: July 15, 2010
End of posting: July 22, 2010
Reports to: Branch Manager
Work place: Quebec, QC

Summary

Our Quebec Branch is currently seeking candidates to fill the position of Office Clerk. The incumbent is responsible for offering administrative support to the branch manager and the inside sales team.

Responsibilities

- Answer the phone;
- Filing of different documents;
- Produce credit/debit card reports;
- Print, file and register back orders in the computer system;
- Credit verification for new customer;
- Update of customer/supplier cheques;
- Accounts receivable;
- Issue credit to customer;
- Order supplies when required;
- Any other related tasks

Skills:

- Minimum 1 to 2 years experience in similar position;
- Bilingual, French & English (spoken and written);
- Good knowledge of Ms Office (Word, Excel, Outlook);
- Autonomous and resourceful;
- Excellent interpersonal skills.

Anyone interested in this position must submit his or her resume to the Human Resources department by internal mail, e-mail at mstonge@kinecor.com or by fax at 418-687-4874.