



Office Manager/Payroll and Benefits Administer

Full time position, 40 hrs/week plus overtime as required. Salary to commensurate with education and experience. Company environment: 100+ employees

Duties:

- Supervision of 2-3 employees
- Payroll/database/accounting system data entry/reconciliation
- Coordination with HR for apprenticeship and benefits requirements
- Accounting and Commercial costing assistant to Controller
- Telephone and Customer reception support
- Cash and Credit transaction management/banking support
- Accounts receivable administration
- Benefit Plan administration (health/dental/life/disability)

Computer Literacy Requirements:

- Accounting Programs (Quickbooks Pro)
- MS Office/email - specifically Microsoft Excel experience required
- Server based network environment
- Database experience preferred but not necessary

Criminal Records Check will be required

Apply at the Human Resource Dept:

In person at: 10910-97 Avenue, Grande Prairie

Fax: (780) 532-0680

Only those candidates selected for an interview will be contacted.