



OFFICE ADMINISTRATOR

Port Hardy Bulldozing is seeking an Office Administrator at our heavy construction office.

This is a part-time/full-time position.

The ideal candidate will possess:

- Minimum of 2 years accounting/clerical experience.
- Good organizational and analytical problem solving skills.
- Proficient with Excel and Simply Accounting.
- Payroll experience an asset.
- Ability to work with a team or independently.
- Valid driver's license

Responsibilities:

- Prepare and process accounts payable/receivable.
- Provide general administrative and clerical support.
- Post entries to Sage Accounting and work on Excel spreadsheets.
- Receive, direct and relay telephone messages and radio phone messages.
- Completing weekly, monthly and annual audits.
- Conforming to Client Health, Safety, Environment and Community (HSEC) standards.
- Committing to client and PHB Health and Safety practices and programs.

Please forward your resume in confidence by email or in person by appointment only to the attention of:

Paul Tupper

phbull@telus.net

Thank you for all expressions of interest for this position, but please note that only those selected for an interview will be contacted.