

Position: Training Centre Clerk, Saskatoon Branch

Employment type: Permanent, Full time

Closing date: February 10, 2012

Duties and responsibilities:

The Training Centre Clerk provides clerical support functions for the Training Centre departments and administration, including work orders, invoicing, payables, and reporting. Duties include:

- Preparing work orders, backorders, and invoices daily.
- Maintaining invoice log daily, reconciling departmental sales monthly and generating sales summary.
- Matching and authorizing payment of payables daily.
- Issuing, logging, and filing purchase orders daily.
- Maintaining inventory item costing.
- Maintaining customer database.
- Switchboard relief.

Qualifications:

- Grade 12 education
- Business College Certificate
- 12 months of experience
- Basic accounting skills
- Experience with computer programs - Microsoft Excel, Word, Access; Great Plains
- Effective verbal and written skills
- Strong 'detail' focus and organization
- Multi-line telephone technical skills

The final candidates are required to provide satisfactory police record checks

Compensation: Pay Class 12 (range of \$2,407 to \$2,942 per month) plus comprehensive benefit package

Submit applications complete with resume and references to:

Mail: Operations Manager, Saskatoon
Saskatchewan Abilities Council
1410 Kilburn Avenue, Saskatoon SK S7M 0J8

Phone: (306) 653-1694

Fax: (306) 653-8886

Email: careers@abilitiescouncil.sk.ca (please include all documentation in a single attachment)

For position-specific questions, please contact the above.

We believe in workplace diversity and encourage applications from women, Aboriginal people, persons with disabilities and members of visible minorities.