CanWel®

Career Opportunity

Junior Accounting Clerk
Downtown Vancouver
Temporary Full-Time
November 1, 2016 – April 30, 2017

Reference No.: CAN-BC-NO-142-141016

CanWel Building Materials Division is a leading Canadian wholesale distributor of building materials and home renovation products.

Through our distribution warehouses, we provide a comprehensive range of building products to dealers, lumber yards, and home improvement centres. Builders and homeowners use our products primarily in new construction, repairs, and remodelling. We carry a full line of structural, exterior, interior, and specialty products that provide quality and value for all types of projects. With 16 locations across Canada and a knowledgeable and friendly team of professionals, our customers can rely on us to deliver what they need, when they need it.

SUMMARY

Reporting to the Accounts Payable Supervisor, the Junior Accounting Clerk will assist in a high volume Accounts Payable department.

EXPECTED CONTRIBUTIONS

- Data entry for posting supplier invoices
- Assist with filing, scanning, photocopying, and faxing for Accounts Payable department
- Provide reception relief as required

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient with MS Office
- Aptitude for details
- Accuracy of data entry
- Excellent organizational skills
- Experience in a **high volume accounting department** using a computerized accounting system is an asset
- Able to communicate effectively with internal staff and work in a team-focused environment
- Good English communication skills – written for email correspondence and verbal for phone discussions

EMPLOYMENT STATUS

- Temporary full-time

EDUCATION

- High school graduation
- Working towards a diploma or certificate in business administration is an asset

COMPENSATION

- Hourly wage

HOURS OF WORK

- Monday through Friday; 7:30 am to 4:00 pm

WORK LOCATION: Suite 1100 – 1055 West Georgia Street, Vancouver, BC V6E 3P3

Please send your resume and cover letter in **MS Word format to careers@canwel.com quoting**:

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in the subject line.

CanWel welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Applicants must be legally entitled to work in Canada without sponsorship.

We thank you for your interest; however, only those selected for an interview will be contacted.