



Job Description

Position: Office Clerk/Receptionist

This position reports to the Accounting Office

Duties:

- Assist Accounting Office:
 - answering phones and greeting visitors
 - processing accounts payables and receivables and related record keeping
 - preparing correspondence
 - typing
 - performing filing duties
 - managing office supplies
 - opening daily mail
 - assisting Accounting Office in the financial management of large corporate service contracts
 - tracking costs for brokerage and/or duties/taxes/charges of international shipments
 - assisting with shipping/receiving

Skills & Knowledge

- Knowledge of telephone exchange systems
- Ability to clearly communicate directions, talking with customers and staff
- Above average organization skills
- Advanced knowledge of MS Office suite of products
- Advanced knowledge of Simply Accounting
- Knowledge of filing systems and organizing principles
- Knowledge of mailing and courier procedures (both incoming and outgoing)
- Ability to deal with difficult people regarding outstanding receivables

Hours of Work

Normally, 8:00 AM to 5 PM Monday to Friday



Remuneration and Benefits

This is a salaried position with normal working hours of 40 per week. Excess hours are compensated with time off in lieu.

Pay Scale

Start Range: \$500/week

Top Range: \$700/week

Benefits

Eligible for TMS Employee Benefits Plan after three months

Vacation

2 weeks after 1 year

3 weeks after 10 years

Contact

Human Resources

c/o Total Meter Services

70 Worcester Rd.

Toronto, Ontario, M9W 5X2

Email: clerkreception@totalmeter.com

Location

Airport area (Dixon/Carlingview) with bus from Kipling station nearby.

Last Reviewed: March 28, 2012