



# TEE JAYS MECHANICAL

---TRUCK & Trailer Repair Specialists---

## **Job Description:**

Title: Office Administration/Bookkeeper  
Department: Administration  
Employment Type: Full Time 30-40/wk

Created Date: Nov. 2, 2020

Compensation: Benefit pkg after 3 months

Location: Fairview

Reporting to: Owner / Managers

## **Position Summary:**

Full Time Administration/Bookkeeper - Monday to Friday 8:00 am to 5:00 pm. Statutory holidays off.

## **Essential Duties & Responsibilities:**

Duties include preparation and data entry of both payable and receivables, month end reports, full cycle bookkeeping, filing, and answering phones. The successful applicant will have strong experience with Payroll, Quick Books Accounting and Excel. Must be able to work without supervision as well as be part of a team.

## **Education Requirements:**

Grade 12 or higher

## **Experience Requirements:**

Years of Experience: 2 years min.

Type of Experience: Payroll, Quick books, Accounting, and Excel

## **Core Competencies:**

Must understand the Heavy Duty Truck & Trailer Parts market and industry.

Must understand Markups and Margins of parts pricing to balance company profitability and industry competitiveness.

## **Skills & Abilities:**

Strong communication and organizational skills

Strong customer service skills and the ability to go over and above for customers

The ability to stay focused in high pressure situations.

Please deliver your resume to Tee Jays Mechanical 815029 RR32 in person at the office between 8:30-4:00 p.m. Phone: 780-835-4810