



## **Office/Accounting Clerk (Saskatoon, SK)**

On behalf of our client, Don Wehage & Sons Trucking & Excavating, we are seeking an Office/Accounting Clerk to join their team in Saskatoon, SK. Established in 1975, this family business has been providing customers with aggregated crushing and hauling services in Saskatchewan for over 45 years. Don Wehage & Sons credit their long-term success to consistently striving towards completing jobs with efficiency and precision, which has been recognized and appreciated by many of their long-term customers who still use their services today.

Reporting to the Owners, the Office/Accounting Clerk will support the day-to-day operations of the company by managing and maintaining systems, and office tasks. The ideal candidate will be proactive, a team player, detail-oriented, and works well under pressure, especially when facing deadlines.

### **Responsibilities**

- Perform clerical duties, such as maintaining filing and record systems
- Data Entry-Entering timecards
- Invoicing
- Inputting quotes into system
- Manage accounts receivable
- Answer and direct phone calls and emails
- Responding to routine customer and client service requests
- Maintain and order office supplies
- Other duties as assigned

### **Skills and Qualifications:**

- 2 years of office support experience
- Professional telephone and email manner
- Well organize and problem-solving skills
- Detail-oriented and possess a high level of accuracy
- Exceptional verbal, written and interpersonal skills
- A team-oriented approach with a positive 'can-do' attitude

If you feel you have the demonstrated background and are interested in learning more about this opportunity, please forward your resume to [kam.ketler@clearchoicehr.ca](mailto:kam.ketler@clearchoicehr.ca) We thank all candidates for their interest however only those selected for an interview will be contacted.