

WorkBC Employment Services – Job Posting

ADMINISTRATIVE ASSISTANT / BOOKKEEPER

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| Area of Relevancy | ;#Sea to Sky;# |
| Company / Employer | Whistler Personnel Solutions |
| City of the Job | Whistler |
| Address of the Job | |
| Job Type | ;#Full Time;#Part Time;#Permanent;# |
| Availability Requirements | ;#Monday to Friday;#with flexible hours;# |
| Level / Salary Range | \$20 - \$22/hr |
| Years of Experience | 1-2 years |
| Position Area | Professional |
| Date Job Posted | 1/15/2019 12:00:00 AM |
| Application Deadline | 2/14/2019 12:00:00 AM |
| Contact Name | Jacki |
| Contact Phone Number | |
| Contact Email | talent@whistler-jobs.com |
| How to Apply | TO APPLY: www.whistler-jobs.com/job/admin-bookkeeper/ Applications received via email will be redirected to the website |
| Job Description | <p>One of Whistler’s top men’s and women’s fashion + lifestyle stores, is seeking a full-time Administrative Assistant/Bookkeeper to join their fantastic team!</p> <p>Ideally suited for experienced administrator who has some experience in general bookkeeping, is meticulous and detail-oriented, highly organized and has a passion for administration. Offering a flexible schedule with the opportunity to work part-time or full-time hours, competitive wage and great perks!</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> - Perform a variety of administrative and clerical tasks including being a Personal Assistant to the President. - Organizing and managing all Invoices, credit notes, bills, expenses, shipping forms to scan into accounting system. - Follow up with vendor inquiries, post/file purchase orders. - Prepare cheque runs for approval and maintain cheque register for AP. - Tally staff hours for payroll. |

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| | <ul style="list-style-type: none"> - Oversees shipper / receiver to ensure that goods received at the store matches the vendor invoice and are accurately recorded in our inventory system. - Liaise with UPS and other shipping companies to ensure all additional costs (duties, taxes, brokerage fees etc) are correctly applied. - Manage return authorizations, ensure receipt adjustments, return to vendor transactions, credit notes are received, and sales transactions are posted accurately and in a timely fashion. - Ensures that inventory is counted per company schedules and the results of inventory counts are properly recorded. - Answer telephone, redirect calls, and attend to office visitors. - Additional tasks including but not limited to: picking up dry cleaning, client repairs and dropping off online shipping orders to Canada Post /UPS. |
| Accessibility | |
| Desired Qualifications and Experience | <p><i>The Perfect Candidate:</i></p> <ul style="list-style-type: none"> - 2 years’ experience working in an administrative role with general bookkeeping and data entry skills, preferably within the retail industry. - Must have a passion for administrative work with strong attention to detail and exceptional organizational skills. - Ability to problem-solve and work independently in a team environment is essential. - QuickBooks experience and knowledge is a prerequisite. - Experience with Hubdoc, Retail Pro / Magento desirable plus strong computer skills in MS Office Suite. - Proactive with a “get it done” attitude and a willingness to pitch in where needed. - Friendly with a good sense of humour and the maturity to handle a range of situations. - Takes ownership and pride in accuracy work. - Takes initiative and is willing to share opinion. - Great communication capacity. <p><i>Additional Information About the Role:</i></p> <ul style="list-style-type: none"> - Full-time, Monday to Friday with flexible hours. - Potential for a part-time bookkeeper as well. - Wage starting in the range of \$20 to \$22 per hour based on experience. - Active lifestyle benefits (ie: gym pass, ski pass) with extended health benefits negotiable after 3-month probation period. - Store discount. |
| Opportunity Type | ? |