Accounting/Data Entry Clerk

Full-time, term position, may lead to permanent

This position, based in **Dryden**, is responsible for providing exceptional front line customer service, inventory control, processing of daily sales and payments, as well as the collection of accounts receivable. The Accounting/Data Entry Clerk works as a team member to ensure customer service is provided at the highest level possible. This is a term position, working 37.5 hours per week that could lead to full-time employment.

Who are we?

Morgan Fuels is a large fuel and propane distribution company operating throughout Northwestern Ontario and Manitoba. Our vision is to continue to be recognized and earn the respect of our customers as a leader in the energy and transportation industry, with a strong community focus, taking a progressive approach and pursuing all opportunities that provide positive growth.

Why work for Morgan Fuels?

We offer competitive wages and benefits, including Life and Health Benefits and a matched pension plan as well as discounts on products after successfully completing a 3 month probationary period. After one year of employment our vacation entitlement increases to 6% (3 weeks)

Preferred qualifications include but are not limited to:

- Grade 12 Diploma.
- 2 years of experience in data entry.
- Working knowledge of Microsoft Office suite, with intermediate knowledge of Excel.
- Proficiency in keyboarding with the ability to type 50 w.p.m.
- High level of accuracy and analytical skills with attention to detail.
- Previous experience in accounts collection would be an asset.
- Valid Driver's License.
- Post-secondary education in Business Administration is an asset.

Post-secondary students returning to school in the fall are welcome to apply.

Want more information?

If you would like a full job description which outlines the rest of our preferred qualifications, please send an email to hr@morganfuels.ca. The successful candidate will also be required to provide an acceptable Criminal Reference Check.