



4240 - 45 Street SE
Salmon Arm, BC V1E 2W1
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**Forsite is posting this position on behalf of Sawco Industries Ltd.*

Sawco Industries is looking for an **Inventory/Bookkeeping Specialist** in **Salmon Arm, BC**. This is a great position that offers flexible work hours, training, mentorship and growth potential for those who enjoy working within a team environment.

Role & Responsibility

The Inventory/Bookkeeping Specialist, reporting to the Office Manager, will be responsible for making sure day-to-day administrative functions are completed in an organized fashion.

Examples of tasks are listed below

- Entering and completing daily shipping and invoicing records
- Entering daily receiving records
- Arrange freight for outgoing shipments
- Complete customs paperwork as required
- Completing weekly accounts payable process
- Maintaining various spreadsheets tracking inventory and various shop functions
- Ordering materials and supplies as required
- Completing all entries as required into Quickbooks
- Maintaining cash flow records
- Building shop estimates and quotations
- Providing sales support

Hours of Work

This is a permanent, full-time position consisting of 35 hours per week (on-site). There is flexibility as to when the hours are worked through the week. Starting wage will be \$22.00 – \$27.00/hour dependent on previous experience and skills, and benefits are available after 3 months

Requirements

- Minimum 3 years of related work experience within an administrative environment.
- Experience working with QuickBooks.
- Strong attention to detail and accuracy; strong accounting skills.
- Proficiency in Microsoft Office (Excel, Outlook, Word).
- Ability to work effectively within a team environment and independently; and
- Effective communication skills both verbal and written.

Post secondary education in a related discipline and/or experience in manufacturing will be considered an office.

How to Apply

To apply, please send your resume to info@sawcoindustries.com or drop off your resume in person, at 4240 45 St SE, Salmon Arm, BC V1E 2W1 from 8:00am – 3:30pm, Monday – Friday.

For more information, please visit <http://www.sawcoindustries.com>.