

Part time Administrative Assistant and Accounting Clerk

We are a small wholesale horticultural hardgoods company that is specialized in a unique product line selling to quality garden centres across Canada and to the US. We are a small team, organized, well executed and enjoy what we do. This office position would be of interest to someone studying business. It will expose the employee to the full accounting cycle of a small business, accounts payable, accounts receivable, statements, payroll and more. This part time position also involves marketing, updating catalogues, calling customers on a regular basis, and responding to customer inquiries. Good computer skills are required as well as an outgoing excellent phone manner with good discernment. Training will be provided. This position involves working from a home office in south Surrey. Hours are flexible, typically 8 to 10 hours per week. More hours are possible. Starting wage is \$14 and will be reviewed after three months.

Apply: marlenevb@shaw.ca