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Accounting Clerk and Project Management Position Overview:

We currently have an opportunity for a combined administrative and project management position on our team. This role supports general office administrative duties and project coordination, alongside basic data entry responsibilities for our accounting department.

Administrative Duties:

- Answer, screen, and direct phone inquiries.
- Greet and welcome visitors as they arrive at the office.
- Order office supplies and keep inventory of stock.
- Send metered mail and couriered items; sort and distribute daily mail/deliveries.
- Sourcing of required goods and/or services (i.e. shipping, consumables, equipment maintenance, etc.)
- Perform other clerical receptionist duties such as filing, photocopying, etc.

Project Management Duties:

- Collect information from Vogo clients to achieve set milestones. (Vogo is our online voting and meeting system that we offer to our clients)
- Follow-up on daily administrative duties to free up sales and production teams.
- Communicate with clients and sales via phone, zoom and email to problem solve.
- Attention to micro and macro details.
- Attend virtual AGM and info sessions online.
- Input and setup Vogo events into the administrative portal.
- Did we say attention to detail?
- French language an asset.

Accounting Clerk Duties:

- Enter payables in Quick Books.
- Prepare and issue invoices and emailing client statements.
- Reconcile credit-card statements and courier billings.
- Calculate sales commissions.
- Other duties, as assigned, to assist the Finance Manager.

Skills and Qualifications:

Organization, Communication, Reporting Skills, Attention to Detail, Computing Proficiency, Typing, Productivity, Dependability.

Hours of work are: 8:00 am to 4:30 pm (with a half hour lunch break)

Interested candidates should send their cover letter and resume to the attention of the Finance Manager at: kathryn@avenue4.com.

