

## Company Name

Cantrans Global Inc.

## Company Address

605 Erin Street Winnipeg  
605 Erin Street  
Winnipeg, Manitoba Winnipeg R3G 2W1  
Canada  
[Map It](#)

## Job Title

Office Asst. / Book Keeper

## Job Description

Cantrans Global Inc. is looking for an energetic individual to join our team.

Responsibilities:

Assist all customers through inbound calls, emails and/or chats  
Communicate a variety of information to the customer  
Be an active listener and help resolve customer inquiries  
Provide a meaningful and positive experience with every customer interaction  
Can work on accounts and have the basic accounting and book keeping understanding.  
Perform other related assignments as business may require

Skills:

- Must be detail oriented and operationally savvy
- Must be a team player with a can-do attitude!

Qualifications:

You're personable with strong conversation etiquette  
You're a computer pro, comfortable with multiple applications,  
You're a great communicator, both verbal and written  
You like to win and consistently perform  
Basic knowledge of Accounting would be considered an asset.  
Benefits: Competitive Salary.

Availability: Full-time

Education:

High school or equivalent (Required)  
Book keeping Experience will be preferred ( Quick Books, Waves Accounting)

Please apply directly on [info@cantransglobal.com](mailto:info@cantransglobal.com) to this position for consideration!