



“Equipment you count on. People you Trust”

Position:

Administrative/Accounting Assistant

Summary:

Promac Equipment is looking for a valuable team member that will manage the front office including administrative and accounting duties while being the first point of contact for new and existing customers. We are located in Duncan in the beautiful Cowichan Valley.

At Promac Equipment, we build forestry-grade land clearing equipment for independent contractors. We keep them running, no matter what nature throws at them, in some of the toughest conditions in the world. Bells and whistles may sell the first time, but equipment built for the toughest conditions is what keeps our customers in business - and keeps them coming back for more.

Essential Duties and Responsibilities:

- Respond to telephone, in person or electronic enquiries or forward to appropriate person
 - Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person
 - Process incoming and outgoing mail manually or electronically
 - Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related material from machine dictation and handwritten copy
 - Order office supplies and maintain office inventory
 - Calculate, prepare and issue documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized and manual systems
 - Code, total, batch, enter, verify and reconcile transactions such as accounts payable and receivable, purchase orders, cheques, invoices, cheque requisitions, and bank statements in a ledger or computer system
 - Prepare period or cost statements or reports.
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- Calculate government remittance for all government and regulatory requirements
- Processing complete payroll for both union and management including applicable benefits
- Review requisition orders for accuracy and verify that materials, equipment and stock are not available from current inventories
- Source and obtain price quotations from catalogues and suppliers and prepare purchase orders
- Process purchases within purchasing authority

Qualifications and Experience

- Post-secondary diploma and formal training or experience in Accounting or Payroll.
- Relevant work experience, three (3) years payroll experience.
- Excellent communicator and problem-solver with solutions based critical and analytical thinking skills
- Outstanding computer skills. Intermediate knowledge of Microsoft Excel
- Knowledge of PayWorks and GlobalShop ERP would be a definite asset
- Accounting experience in a manufacturing environment and/or inventory accounting experience would be an asset

Salary: \$60,000 - \$75,000 per year

Hours: 7.5 hrs (Mon – Fri)

To apply:

Please apply with a cover letter and resume to Mike Williams, HR Leader.

mikewilliams@promacgroup.ca
