

September 20, 2017

Office Clerk- Port Coquitlam, BC

Wismer & Rawlings Electric Ltd. (WRE) provides outstanding technical field service and support for customers across Western Canada and the Northern Territories.

We are a growing company seeking to expand our team with a professional and responsive individuals who will actively engage with all visitors, suppliers and stakeholders in a positive and productive manner.

Reporting to the Office Administrator, This position is responsible for ongoing contributions to team efforts by accomplishing cross departmental tasks based on an established set of standards. This is an entry level position with opportunity for growth.

Specific responsibilities include:

- Receive incoming mail; review, evaluate, and distribute correspondence requiring priority attention of staff
- Creating and distributing documents, letters, reports, and memos as necessary for various departments
- Organization, and meticulous maintenance of office records, files, and databases.
- Preparation and printing of all AP invoices and assisting office administrator with AR time sheet and expense form administration
- Prepare bank deposits
- Update project management software
- Prepare and distribute inter office correspondence
- Ordering office supplies
- Contribute to the Company Health & Safety program
- Conduct all duties with safety for yourself and others as a priority

Apart from high school diploma and 2 years of direct work experience in a secretarial/administrative capacity, we expect you to have a strong knowledge of MS Office suite, type quickly, and a good understanding of general office procedures involving A/P, A/R, reports, invoicing and making travel arrangements.

We are looking for a positive, motivated, self-directed team member who is capable of multi-tasking, work in a fast-paced environment, following precise procedures with a high attention to detail and shines when it comes to prioritizing and keeping things in order.

Our ideal candidate will also have superior communication skills, on the phone, in person and in writing combined with resourcefulness, reasoning, and discretion.

At WRE Performance, Innovation, and Engagement are important to us. We operate under the values of Respect, Integrity, Commitment, and Health and Safety. You will fit well into our team if you believe in these as well.

Interested candidates can apply by emailing your resume, cover letter and wage expectations to afitzhugh@uee.com.

To learn more about the organization please visit our website at wre.ca

Please note: Only short-listed applicants will be contacted.