

HIGHWAY 55 WASTE MANAGEMENT CORPORATION

OFFICE ADMINISTRATOR

Highway 55 Waste Management Corporation is currently inviting applications for a permanent Office Administrator to provide support to the Operations Manager and Secretary/Treasurer in the management and operation of the regional landfill.

General Duties:

- Attending to inquiries in person, on the telephone and by written communication.
- Processing accounts payable, accounts receivable, payroll, payroll deduction submissions, receipting, updating public works and carrying out tasks as assigned by the Operations Manager and/or Secretary/Treasurer;
- Maintaining of the website as well as advertising;
- Assisting with annual budget and audit preparations;
- Keeping records of daily work performed in the manner prescribed by the Secretary/Treasurer;
- Maintaining accurate inventory and equipment-costing records;
- Preparing reports and summaries for presentation to the Board.

Qualifications:

- Completion of Grade 12.
- Certificate in a business-related program from a recognized college or equivalent training and experience.
- Proficiency with Microsoft Office programs.
- Knowledge in basic accounting principles and practices.
- Excellent communication skills, both verbal and written.
- Ability to deal effectively with the general public and to work independently.

Highway 55 offers a competitive salary and benefit plan in accordance with qualifications and experience. Qualified individuals are invited to submit a resume and cover letter detailing how their qualifications match those listed above by **4:00 PM, Monday, August 29, 2022.**

Highway 55 Waste Management Corporation

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Highway 55 Waste Management Corporation thanks all applicants; however, only candidates interviewed will be contacted.