

July 2016

Accounts Payable/Receivable & Payroll Assistant

Marine Link Transportation Ltd. (www.marinelink.ca) has an immediate full-time opening for an energetic, detail-oriented individual to work in a fast-paced work environment.

Responsibilities of the successful candidate will include Accounts Payable, Accounts Receivable, Payroll Assistance, Employee Benefit Plan Administration and Reception when required.

Applicants must be proficient with Sage 50 (Simply Accounting), MS Excel, and have a good working knowledge of Word, Outlook and Access Database. Excellent public relations and communication skills, including a pleasant telephone manner are essential. Remuneration package will be based on experience.

Qualified candidates only please submit resume with cover letter to:
Attention: Personnel Posting
Email: info@marinelinktours.com
Fax: 250-286-1149

We regret that only those selected for an interview will be contacted.