

*Located along the beautiful coastal waters of Vancouver Island, **Cermaq Canada Ltd.** is a salmon farming company focused on operational excellence. With our skilled team, we strive for a high quality product achieved through sustainable aquaculture practises. To prove this, we maintain several ISO standards as well as other industry recognized certifications, along with an award winning safety culture. Our employees are given opportunities to develop and grow within the company. We offer competitive wages, a corporate bonus program, company paid benefits, and a matching retirement fund. To learn more about us visit Cermaq.ca.*

Cermaq Canada is currently looking for an **Accounts Payable Clerk** to join our dynamic team on a 1 year contract!

As an Accounts Payable Clerk, you will receive and process purchasing correspondence, complete data entry invoices for cheque runs, research account activity, deal with vendors, reconcile statements, troubleshoot billing problems, and perform other accounting duties as assigned.

Application requirements

- Post-secondary education in bookkeeping or accounting
- 2 years previous work experience in accounting or a similar position
- Proficient in Microsoft Excel and Word
- Must be legal to work in Canada at the time of application

Special requirements

- Prerequisite to hiring is a criminal record check
- Only applicants who are legally allowed to work in Canada will be considered.

Position details

- This is a contract position for approximately 1 year based at our Campbell River office.
- This position operates 5 days a week, Monday to Friday, 8:00 AM to 5:00 PM.
- Company benefits are available after the successful completion of a 3-month probation period and include BC MSP and Extended Health and Dental with Long-Term Disability and Accidental Death & Dismemberment insurance.

How to apply

If you have the skills we are looking for, and would like to become part of our team, please forward a resume in person, by fax, or by e-mail to:

Cermaq Canada
#203 – 919 Island Highway
Campbell River, BC V0R 2Z0
Fax: 250-286-0042
E-mail: careers.canada@cermaq.com

For email applications please state Accounts Payable Clerk in the subject line.

Deadline to apply: Friday, September 4, 2015

Cermaq Canada is an equal opportunities employer who provides a workplace that is free of discrimination.