

## Administration Clerk – Home Heating & Cardlock Office

Peninsula Co-op is retail with a difference. Being member owned, we focus our profits on giving back through yearly rebates, by supporting many community initiatives and by sharing profits with our staff. As we've grown and evolved, our collective roots now date back nearly 60 years, yet we remain a locally-focused Co-op with more than 108,000 members and ambitious plans to continue growing the business on Vancouver Island.

Peninsula Co-op is inviting applications for a **part-time (18-20hrs/wk)** permanent position of **Administration Clerk** at our Home Heating and Cardlock office located at 4889 North Island Highway, Courtney BC V9N 5Y9. This position is administrative, but also requires customer service. Pay range for this position is \$17.00 - \$23.00/hr.

### Why Peninsula Co-op

In addition to competitive wages our team enjoys a variety of benefits, including:

- Profit sharing
- Wellness benefits
- Employee & Family Assistance Program
- Learning & development opportunities
- Tuition assistance
- Student & employment service awards
- Social events & volunteer opportunities

We are committed to every staff member enjoying their experience and developing life and career skills. We reward hard work, commitment and results.

### Responsibilities:

- Customer service including responding to customer inquires regarding their fuel accounts and delivery requests
- Account administration
- Special projects and clerical duties including filing and data entry
- Preparing and reviewing paperwork required for new account openings
- Preparing weekly deliveries
- Processing and posting payments made by customers
- Preparing deposits
- Assisting with preparation weekly packages for head office

This position also includes commercial and Cardlock account set-up and account maintenance.

**Qualification:**

We are looking for people with the following attributes:

- Strong customer service skills
- Patience and the ability to communicate effectively in person, by email and over the phone
- Being well organized in your work
- Strong attention to detail, especially completing forms and paperwork
- Strong computer knowledge and comfort with DOS-based systems
- Basic knowledge of accounting and accounts receivable
- Familiarity with posting accounting journal entries
- Problem solving and analytical skills
- Demonstrated ability to work both independently and as a part of the team
- Excellent interpersonal skills, energy, enthusiasm and initiative
- Ability to work under pressure in a fast-paced environment where work priorities can change quickly to meet the customers' needs

**How to Apply:**

Any way you like! On-line through Indeed, at [www.peninsulaco-op.com](http://www.peninsulaco-op.com), in person at the Cardlock office at 4889 North Island Highway, Courtney BC.

Please direct questions to Lezlie Chasse, Branch Manager at 250-338-8181 or Jen in Human Resources at 778-426-8120

**Deadline to Apply:** July 6<sup>th</sup>, 2022

Posted: June 23, 2022

