

Administration Clerk

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. We remain a locally-focused co-op with more than 112,000 members and ambitious plans to continue growing the business on Vancouver Island.

Peninsula Co-op is inviting applications for a full-time (40hrs/wk) permanent position of Administration Clerk. Hours for this position will be split between two offices located at #1-2132 Keating X Rd and 6764 Oldfield Road, (approximately a 5-minute walk) based on work load. This position is administrative, but also requires a considerable level of customer service. Pay range for this position is \$17.00 - \$23.00/hr.

Benefits offered at time of employment:

- Pay for performance and Profit sharing
- Fitness reimbursements
- Social events
- Volunteer opportunities
- Educational assistance
- Employee and Family Assistance Program

Benefits package offered at 3 months of employment that include:

- Extended health
- Dental
- Disability and life insurance benefits
- Pension plan
- Paid sick/family time

Responsibilities:

- Customer service, primarily by phone
- Assist with sales and inventory review
- Accounts receivable administration including processing and posting payments made by customers
- Assisting with month-end statement preparation and filing
- Ability to protect private information and maintain confidentiality
- Special projects and clerical duties including filing and data entry

Qualifications:

We are looking for people with the following attributes:

- Strong customer service skills
- Strong attention to detail and organizational skills
- Familiarity with a wide variety of computer applications including Microsoft office
- Knowledge of accounting principles is an asset
- 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**, or at **www.peninsulaco-op.com**, or in person at our **Food Centre located at 2132 Keating X Rd, Saanichton BC V8M 2A6.**

Please direct questions to Patrick Hallihan, Accounting Manager, 250-544-2942; or phallihan@peninsulaco-op.com

Posted: January 13, 2023