

Production / Office Assistant

Position:

We have an exciting opportunity for a **Production/Office Assistant** at our Prince George location. We are looking for someone with accounting experience in a manufacturing environment. Strong communication and organizational skills will be required. You will be able to manage a changing environment and be able to respond quickly to customer requests. This position will require a self-starter who is always looking for a better way of doing things.

This is a full-time position based out of Prince George, BC. With competitive salary and benefits based on related experience.

Primary responsibilities will include:

- Basic Accounting/bookkeeping (utilizing our Syspro Software)
- Secretarial work
- Maintain office operations by receiving and distributing communications; maintaining supplies and equipment; serving customers.
- Serve incoming customers; forwarding messages; confirm customer orders; keeping customers informed of order status.
- Purchase shop materials and industrial items
- Maintain accurate inventory records
- Maintain Production records:
 - Manage packing slips
 - Record shop time sheets
 - Job Costing / Review
- Write packing slips, make shipping arrangements
- Check all payable invoices against purchase orders for accuracy or change in price

Qualifications:

- High School Diploma / some college or university.
- Minimum Five (5) years related experience
- Strong Computer Skills
- Some purchasing experience
- Excellent communication skills; oral and written
- Can be trusted to handle a high level of responsibility.
- Syspro experience an asset
- Production shop experience an asset

Email your cover letter and resume to kristy@bunettemc.com