

Build your career with us!



Office Administrator – Pembina Branch

If you love the fast paced retail sales environment we have a Career for you.

We are looking for an enthusiastic individual who is ready to join our team. Your duties will include: General customer service, accounts receivable, cashier and office administration including daily cash reconciliation and filing. This position assists in hiring and orientation of new staff, submitting employee payroll and creation of work schedules.

The Office Administrator is a key part of the overall store function. You will be on the floor directly helping to service our Customers and thus a close working relationship with all departments is essential. We are looking for individuals with great organization skills and time management skills, works well in a team environment and values professional customer service.

If you would like to build your career with our company, please forward your resume with cover letter, in confidence to:

McMunn & Yates Building Supplies

Winnipeg - Pembina Branch | 600 Pembina Hwy Winnipeg, MB R3M 2M5

Attn: Leeha De Schutter | Email: ldeschutter@mcmunnandyates.com

We thank all candidates in advance; however only those selected for an interview will be contacted.

WE OFFER A FULL RANGE OF BENEFITS

- Deferred Profit Sharing Plan | Free Uniforms | Employee Discounts
- Learning opportunities | Career Advancement Opportunities | Years of Service Awards Program
- Health Benefits | Dental Benefits | Employee Assistance Program (EAP) | Life Insurance | Critical Illness Insurance

For additional job openings, visit us online at mcmunnandyates.com | Check us out on **Facebook, Twitter, Instagram & Pinterest**