

# Build your career with us!



## Office Administrator – Keewatin Branch

We are looking for an enthusiastic individual who is ready to join our team. Your duties will include: General customer service duties, accounts receivable maintenance, cashier duties 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 and thus a close working relationship with all departments is essential.

Ideally, great organization skills, time management, and strong customer relations are essential. As well as the ability to work in a team environment.

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**

Keewatin Branch | 1666 Highway 17 W Keewatin, ON P0X 1C0

Attn: Darcy Morton | Email: [dmorton@mcmunnandyates.com](mailto:dmorton@mcmunnandyates.com)

Fax: (807) 547-3333

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](http://mcmunnandyates.com) | Check us out on **Facebook, Twitter, Instagram & Pinterest**