

Build your career with us!



Office Administrator – Steinbach 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 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. You will spend a portion of your shift on the sales floor each day.

The Office Administrator is a key part of the overall store function and thus a close working relationship with all departments is essential. We are looking for individuals with great organization and time management skills, works well in a team environment and values professional customer service. Must be available for various shifts including Saturdays.

We provide ongoing training through our MY Tools for Success online training site as well as hands on learning. We also offer a competitive salary and benefit package. 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

Steinbach Branch | Unit#1 – 107, PTH #12N Steinbach, MB R5G 1T5

Attn: Corwin Penner | Email: cpenner@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

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