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| Position: | Operations Administrator – Accounts Receivable & Work Orders |
| COMPANY: | Kirk’s Trail Tire |
| LOCATION: | Red Deer |
| HOURS: | Permanent Full-time; 8:00 am – 4:30 pm |
| SALARY: | \$20.00 - \$23.00/hour based on experience |
| REQUIREMENTS: | <ul style="list-style-type: none"> • Previous administrative or office experience is required • Strong organizational skills and attention to detail • Excellent data entry accuracy and time management • Comfortable working in a fast-paced office environment • Accounting and bookkeeping experience is considered an asset • Strong communication and follow-up skills |
| DUTIES: | <ul style="list-style-type: none"> • Maintain accounts receivable records and customer payment information • Follow up on outstanding payments and collections • Process and maintain work orders accurately in company systems • Perform daily data entry and reporting • Assist with operational administrative tasks as required • Ensure information is entered accurately and efficiently • Work closely with internal departments to support smooth workflow |
| POSTING DATE: | April 10, 2026 |
| CLOSING DATE: | Open until a successful candidate is hired |
| HOW TO APPLY: | Submit resume by e-mail to paul@kirkstire.ca Please quote “Operations Admin Position” in the subject line of the e-mail. |