

<b>Position:</b>	<b>Bookkeeper/Administrative Assistant</b>
<b>COMPANY:</b>	Tall Pine Drilling Ltd.
<b>LOCATION:</b>	Bentley
<b>HOURS:</b>	Full-time
<b>SALARY:</b>	Depending on experience
<b>REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• Experience with Sage 50 accounting program and MS Office Suite</li> <li>• COR experience would be an asset</li> <li>• Office management experience would be very helpful</li> <li>• Administration skills with ability to organize and accurately enter data</li> <li>• Administrative/Payroll certificate or diploma</li> <li>• Water well drilling knowledge</li> <li>• Good problem-solving abilities</li> <li>• Health &amp; Safety knowledge</li> <li>• Ability to thrive in a fast-paced environment</li> <li>• This is an on-site office position, so candidates must be able to attend location in the rural Bentley area</li> </ul>
<b>DUTIES:</b>	<ul style="list-style-type: none"> <li>• Data entry will include inventory, sales, purchasing, A/R and A/P</li> <li>• Bi-weekly payroll</li> <li>• Marketing and promotions</li> <li>• Public relations and customer service</li> <li>• Filing and record keeping</li> </ul>
<b>POSTING DATE:</b>	March 15, 2022
<b>CLOSING DATE:</b>	When position is filled
<b>HOW TO APPLY:</b>	Submit resume to Tammy by e-mail at <a href="mailto:admin@tallpinedrilling.com">admin@tallpinedrilling.com</a>