



Position Details:

Position: Administration

Location: Suite G - 4485 Trans Canada Hwy, Cowichan Bay, BC, V9L 6L8

Job Type: Permanent

Job Salary: Hourly wage

Additional Info: Only those selected for an interview will be contacted

Position Summary:

Great Greens Farm Market is looking for a dynamic individual with strong computer skills to join our admin team to assist us in processing and entering invoices, entering new product and managing existing product in our Point-of-Sale system, managing accounts payable and assisting with payroll and providing reporting functions as needed. The Admin Position will also assist with other operational duties as required and provide trouble shooting assistance and support to all departments within the store.

Specific Responsibilities:

- receiving/processing invoices into LBOSS
- scanning and uploading documents into DEXT/QuickBooks
- process EFT and Cheque payments to suppliers through QuickBooks and RBC Pay Edge
- generate reports in LBOSS and provide analysis
- enter new data/items into inventory and maintain data integrity
- margin analysis and maintenance
- communicate with bookkeepers
- communicate effectively with teammates
- manage admin email and handle outward facing communication
- answer phone calls and review/respond to messages
- order office equipment and store product
- other duties as required

We offer competitive wages and many other perks as well!

If this sounds like a great fit for you, please drop resume and cover letter off in person or email it to customercare@greatgreens.ca