

# HIGHWAY 55 WASTE MANAGEMENT CORPORATION

## TEMPORARY OFFICE CLERK

Highway 55 Waste Management Corporation is currently inviting applications for a temporary Office Clerk to provide support to the Operations Manager and Secretary/Treasurer in the management and operation of the regional landfill.

### General Duties:

- Attending to inquiries in person, on the telephone and by written communication.
- Processing accounts payable/receivables and carrying out tasks as assigned by the Operations Manager and/or Secretary/Treasurer;
- Maintaining of the website;
- Assisting with annual budget and audit preparations;
- Keeping records of daily work performed;
- Maintaining accurate inventory and costing records;
- Preparing reports and summaries for presentation to the Board of Directors.

### Qualifications:

- Completion of Grade 12.
- Certificate in a business-related program from a recognized college or equivalent training and experience.
- Proficiency with Microsoft Office programs.
- Knowledge in basic accounting principles and practices.
- Excellent communication skills, both verbal and written.
- Ability to deal effectively with the general public and to work independently.

Highway 55 offers a competitive salary and benefit plan in accordance with qualifications and experience. Qualified individuals are invited to submit a resume and cover letter detailing how their qualifications match those listed above by **2:00 PM, Wednesday, July 5, 2023.**

Highway 55 Waste Management Corporation

Box 10, Canwood, SK S0J 0K0

Phone: 306-468-2014

Fax: 306-468-2666

Email: [rm494@sasktel.net](mailto:rm494@sasktel.net)

*Highway 55 Waste Management Corporation thanks all applicants; however, only candidates interviewed will be contacted.*