

---

## **Part Time Office Assistant**

**LBJ Farm Equipment, located in the Amherst Industrial Park, has an immediate opening for a part time Office Assistant.(20 hours a week (flexible)**

### **Requirements**

- **Experience in general office procedures**
- **Proficiency in general computer operation**
- **Comfortable dealing with customers, suppliers and co-workers**

### **Responsibilities**

- **Perform light shipping and receiving, filing, bank deposits, etc.**

**Please submit your cover letter and resume via email to:**

**[pauljones@lbjfarm.ca](mailto:pauljones@lbjfarm.ca)**