



Job Description: Office Administrator

Duties:

- Payroll
- Data entry
- Accounts receivable
- Accounts payable
- Receiving / Sending emails
- Phone system

Experience: Familiar with Sage 50 and all office clerical duties.

We are looking for someone who has good time management skills. Someone who can maintain a positive customer environment.

Apply by March 30/19

Via email: martinsmetalworks@hotmail.com

Att: Charlie