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**Accounts Payable Clerk**

[www.oxfordfrozenfoods.com](http://www.oxfordfrozenfoods.com)

Accounts Payable Clerk, Oxford Frozen Foods, Oxford, NS

OXFORD FROZEN FOODS LIMITED, a member of the Bragg Group of Companies, is a vertically integrated wild blueberry farming/processing company and a major producer of frozen carrot products and battered vegetables. We have an immediate opportunity for an Accounts Payable Clark located in Oxford, NS.

This position requires the individual to be a team member in a multi-factory, multi-product manufacturing organization. As a key member of the accounting team responsible for the accurate processing of accounts payable invoices. Key functions of this position are following procedures and processes to complete all accounts payable transactions on a timely basis. As well as interacting with suppliers to solve problems ensuring a high level of customer relations.

The position will be of interest to individuals who possess:

* Superior communication and interpersonal skills.
* Must be flexible and have a commitment to providing excellent customer service.
* Fluency in a computerized environment including spreadsheets.
* Ability to work independently a self-starter, while demonstrating ethics, confidentiality and professionalism.
* Ability to follow established policies and procedures.
* Ability to express ideas clearly and understand the need for teamwork.
* Strong organizational skills with the ability to multi task.
* Sense of urgency and ability to meet deadlines.
* Prior experience would be asset.

Please forward your resume with a covering letter demonstrating how your skills and experience meet the above qualifications. Resumes should be faxed or e-mailed referencing “Accounts Payable Clerk” to:

**Oxford Frozen Foods Limited**

**PO Box 220**

**Oxford, NS B0M 1P0**

**Fax : 902-552-3016**

**Email:** [**resumes@oxfordfrozenfoods.com**](mailto:resumes@oxfordfrozenfoods.com)

We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted. No agencies or telephone calls please.

Deadline: November 4, 2019 @ 5:00pm