

Role: Summer Accounting Clerk / Administrative Assistant

Company: Arkto Campers – 4328 81 ave

Hours: TBD – 10-30 hours per week, flexible schedule

Compensation: \$18-22 per hour.

Duties:

This role involves assisting the two co-owners of a fast-paced trailer manufacturing business in southeast Edmonton. The company has 6 employees (including the 2 owners) and produces roughly 40 high end trailers per year.

The owners have an extremely full workload, including overseeing all operations, handling all sales, HR, marketing, purchasing, and accounting functions. The owners also take part in the actual builds themselves.

The role would include, but not be limited to:

- Working in our web-based manufacturing/procurement/inventory platform (MRP Easy) receiving goods and invoice data, creating purchase orders, and maintaining inventory items.
- Working in our web-based accounting platform (Quickbooks) matching transactions and attaching backup.
- Entering customer information in our CRM platform (Sharepoint) and/or manufacturing platform (MRP Easy).
- Creating, tracking, storing customer sales documents using various platforms, as well as creating various sales forms for export.
- Researching various topics that may be relevant to management. ie grants, new products, pricing, market analysis, competition, marketing leads.
- Ad hoc Excel, PDF, database creation.

Application Process:

Send a resume and cover letter to: Matt@arktocampers.com