

HARBUILT

CONSTRUCTION

Harbuilt Construction in Moosomin
is currently seeking a

Part-Time or Full-Time Office Assistant

Office Assistant Responsibilities:

- Handling incoming telephone calls and other communications
- Maintain filing systems
- Recording information as needed
- Perform general office clerk duties and errands
- Maintain office supply and equipment inventory
- Coding and entering information into QuickBooks database
- Use of Word, Excel and QuickBooks is an asset.
- Invoicing
- Payroll

Harbuilt Construction values and supports employment equity and workplace diversity and encourages all qualified individuals to apply. We thank all participants but only those selected for an interview will be contacted

Please forward your resume to:
hmunro@harbuilt.com | 306-435-2390