

Administrator/Clerical Assistant/Payroll/Bookkeeper/Receptionist/Cashier Resume

Desired Industry: Secretary/Admin. Assistant/Receptionist

SpiderID: 71785

Desired Job Location: Merritt, British Columbia

Date Posted: 3/10/2014

Type of Position: Full-Time Permanent

Availability Date: Immediately

Desired Wage: \$30,000

U.S. Work Authorization:

Job Level: Experienced with over 2 years experience

Willing to Travel:

Highest Degree Attained: High School/Equivalent

Willing to Relocate:

Experience:Administrator, Meratel Management, Xentel DM Inc, iMarketing Consulting Group (operated under various business names over employment period) Vancouver, BC and Tucson, Arizona Progressed from mailroom to customer service to payroll and administrative responsibilities.

January 1993 – April 2013 Processing incoming and outgoing mail and parcels Reception

Telephone/email client and customer service Processed receivables (invoicing, cash, credit card, cheques) (\$60,000 - 100,000/wk) including payment & tax receipts, data entry, bank deposit preparation and delivery. Client billing, customer invoicing. Weekly payroll (hours, bonuses, commissions) for approx. 200 employees in three branches Employee file maintenance and general filing Taking care of applicants and processing new hires Expense reports for Sales, Branch, Regional Managers Sales/Bank reports for Sales, Branch, and Regional Managers Equipment inventory and maintenance procurement Inventory management and distribution of supplies and printed materials Setup and operate display and ticket booths for all charity events Assist advertisers and Sales Managers with ad copy for event programs

Chambermaid, Circle Inn Motel, Calgary, AB. May 1992 – August 1992. Waitress, Sizzlers Restaurant, Regina, SK. August 1990 – March 1991 Cashier/Clerk, Dirty Dan's Car Wash, Regina, SK. August 1988 – July 1989 Cashier/Clerk, #1 Food Stores, Regina, SK. June 1986 – July 1988 Clerical Assistant, temp, MacMillan Bloedel, Powell River, BC. October 1985 – March 1986

Interdepartmental mail and email Updating personnel files Telephone answering Switchboard Data entry Invoicing Making blueprints Memos, letters Filing

Skills:Excellent customer service and communication skills Skilled with Microsoft EXCEL, Word, & Windows

Additional Information:Work well alone and as part of a team Attention to Detail Self Motivated Problem-solver Organized Good communicator Cheerful and even tempered Hardworking Learn quickly

Reference:Available upon request.

Candidate Contact Information:

JobSpider.com has chosen not to make contact information available on this page. Click "Contact Candidate" to send this candidate a response.