

Dauphin Consumers Co-operative Ltd.

is inviting applications for a

PART-TIME CLERK **at our Administration Office**

The successful candidate will be responsible for, but not limited to:

- ✓ Provide excelling customer service
- ✓ Assist with creation of reports and data entry utilizing various computer programs
- ✓ Filling and assisting with customer Accounts Receivable invoices and statements
- ✓ Assist in all areas of the Administration office

Qualifications:

- ✓ Must be able to work under minimal supervision
- ✓ Must be mature, responsible, flexible, and well organized
- ✓ Must provide excellent customer service
- ✓ Knowledge of Microsoft Word and Excel programs would be considered an asset
- ✓ Must be energetic and have a positive attitude
- ✓ Must have excellent interpersonal skills

Join the Co-op team and an organization that provides opportunities for new challenges and advancement!

To apply, please submit your resume to:

Katelyn Wozny

Human Resources Manager

Dauphin Consumers Co-op Ltd.

18-3rd Ave. N.E., Dauphin, MB R7N 0Y6

Or Email k.wozny@dauphincoop.com

You're at home here.



We THANK all applicants for their interest but only those individuals selected for an interview will be contacted.



EXCELLENCE
THROUGH
PEOPLE