



Job Title:

Office Administration

Job ID:

ST236MD

- Filing systems
- Phone calls
- Emails
- Computer literacy – we work with a variety of cloud-based software's
- Bookkeeping Knowledge
- QuickBooks Online Knowledge
- Data input

Date Posted:

August 15, 2019

Location:

St. Thomas

Wage:

\$16.57

Hours:

Full-time

Education:

Other:

To Apply:

With the **Job ID** in the subject line, email resumes to jobs@employmentserviceselgin.ca

Apply By:

September 18, 2019