

Job Opening:

Reception / Accounting Clerk / Lead Administrator

Yorkton Aircraft Service Ltd.

Our dynamic company requires an experienced bookkeeper who also enjoys reception work and general administrative support to help change up the day. We are unique- we specialize in agriculture aircraft maintenance, new aircraft sales, and complete product support. We deal with clients across North America and our vendors are worldwide.

Reporting to the Business Manager and working within a 5-person administration team, the duties include bookkeeping, A/R & A/P control, payroll duties, record keeping, office management and reception.

Hours: Monday – Friday 8am – 5pm; our busy season is April through September – some summer vacation is allowed but it is limited; we are family friendly and provide as much flexibility as we can.

Job Requirements:

- 2 years Office/Accounting experience is an asset but not required
- Knowledge with QuickBooks is an asset
- Reconciling bank accounts and assisting in tax reports
- Intermediate computer skills, Excel essential
- Self-manager, team player, coordinating skills
- Pleasant manner, strong telephone skills, greet visitors and direct traffic
- Manage office cleanliness and supplies

Pay: We offer fair pay, comprehensive group insurance plan, and Sask Pension Plan benefits. We will pay for proven experience. We will consider those with the minimum experience requirements too. Our hiring decision will be based on culture fit.

Yorkton Aircraft is a growing company located at the Yorkton Airport. Specializing in agriculture aircraft maintenance and product support, we deal with clients and suppliers across Canada and the USA. Aviation is a unique business that is demanding and fast paced but very exciting... We take our role in supporting our customers very seriously, but we have fun doing it. We are a close-knit business, operating like a family.

Resumes by email only to cheryl@yorktonaircraft.com. Please apply by December 15, 2017.
No phone calls please.

www.yorktonaircraft.com

Hangar #2 Yorkton Airport

We're There
To Keep YOU
In the Air

