

**Accounts Payable/Payroll Clerk
Merritt, BC
Maternity Leave Coverage**

Emcon Services Inc., a Road and Bridge Maintenance Contractor based in Merritt, B.C. is seeking applications for an **Accounts Payable/Payroll Clerk** position in our Merritt office. This position requires an individual who can handle multiple priorities and deadlines in a busy and complex office environment, as well as, possesses excellent verbal and written skills, be well organized, have solid computer experience and knowledge. Experience with Microsoft Office (Excel, Word, Access, Explorer Contract Manager) would be an asset.

This position requires above average attention to detail, accuracy and confidentiality. Some general office clerical duties may also be required (typing, data processing, filing, telephone reception and client/customer referrals, etc.)

Initially, this will be a full time maternity coverage position with the possibility of working into a permanent position. The hours of work will be Monday to Friday 8:00 a.m. to 4:30 p.m. The timeline for this position is to start as soon as possible and continue until March 2012 or further required.

Qualified applicants are invited to submit resumes outlining experience and references on or before September 13, 2010.

Please mail, fax or e-mail resumes to:
No phone calls please

Personnel Manager
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