

Job Opportunity

Job Posting: **CORP-02-03**

Job Title: **File Clerk**

Position Type: **Part-time**

Description:

Named one of Canada's 50 Best Managed Companies for 5 years in a row, DRIVING FORCE Vehicle Rentals, Sales and Leasing requires a **File Clerk** to join our Accounting team. *This is a part-time position working 25-30 hours per week, Monday-Friday between 8:00 a.m. and 5:00 p.m.*

Duties for this position include but are not limited to the following:

- filing; lease file review;
- general office tasks; back-up to office runner and reception;
- preparation of file boxes for storage;
- data entry.

The successful candidates will:

- be detailed oriented;
- be comfortable working on repetitive tasks.

Qualifications:

- Grade 12 education;
- Completion of Introductory accounting course(s) is an asset;
- Previous office experience is an asset.

What we offer:

- \$15.00 per hour;
- group benefits;
- RSP program after one year of joining our team;
- Social Club (fun events).

Location: **Edmonton West**

We thank all candidates for their interest, however, only individuals selected for an interview will be contacted. ***Please forward your resume and cover letter to:***

Human Resources
11025 – 184 Street
Edmonton, AB T5S 0A6
Fax (780) 481-4242

E-Mail: hr@drivingforce.ca

