

Husky Farm Equipment Limited  
7440 Wellington County Road 17  
Alma, Ontario N0B 1A0



<b>Job Title:</b> Administrative Clerk	<b>Functions:</b> Reception & Accounts Receivable
<b>Term:</b> Permanent Full Time (40 Hrs/Week)	<b>Reporting To:</b> Husky Management Team

### **ABOUT HUSKY FARM EQUIPMENT LIMITED**

Husky manufactures a complete line of liquid waste handling equipment including pumps, spreaders, and drag hose reels. Since our founding in 1960 we have been committed to building a highly skilled group of individuals dedicated to supplying our customers with the best tools for their operation. Now in its third generation of ownership, Husky continues with the same focus on quality staff for the production of quality equipment. We've proven ourselves over the last 60 years and look forward to providing solutions for many years to come. We offer competitive wages and benefits. Join us as we build on our long history of manufacturing excellence!

### **WHAT YOU'LL DO**

The **Administrative Clerk** position will, as part of the accounts team, accurately and effectively record and manage the invoicing of products and the receiving of payments while also acting as an initial point of contact for customer inquiries. Duties will include:

- Completing all tasks associated with accounts receivable including invoicing, payment handling and associated record keeping.
- Assisting management staff with Health and Safety related administration
- Assisting office and shop staff with administrative tasks as needed
- General reception duties (phone, mail, visitors, etc.)
- Basic sales & support for non-production related items.

### **WHO WE'RE LOOKING FOR**

If you meet the requirements below, we'd love to chat with you about joining our team:

- Accounts receivable and general bookkeeping experience
- Excellent interpersonal and communications skills
- Detail oriented and self motivated with limited direction and oversight
- Ability to adapt and complete tasks in a fast-paced environment
- Familiar with Microsoft Office and CRM/ERP software
- Experience with a manufacturing or agricultural organization is an asset but not required

If you would like to apply or need more information, please do not hesitate to contact us.

519-846-5329 | [hr@huskyfarm.ca](mailto:hr@huskyfarm.ca) | 1-800-349-1122