

# **C&L RENTALS**

**clsupplyrentals.com 250.287.9231**

**#330 – 1100 HOMEWOOD ROAD CAMPBELL RIVER, BC V9W 3N7**

## **BOOKKEEPER REQUIRED**

**Job Type: Part-time to start – Possible lead to full-time**  
**Region: Campbell River**

### **Description of Job Duties**

**Filing**

**Accounts Receivable and collections**

**Data entry**

**Telephone, floor and counter assistance during peak times**

### **Qualifications & Experience**

**Experience in Accounts Receivable**

**Experience in MS Office (Outlook, Word, Excel Spreadsheets)**

**Ability to follow directive**

**Excellent Attention to Detail**

**Ability to work independently and as a team member**

**Excellent communication and interpersonal skills**

**References required please**

**Wage will be dependent on experience - \$14.00 - \$18.00 / hr**

**How to apply:**

**Please submit your cover letter and resume by email to [clsupply@telus.net](mailto:clsupply@telus.net)**

**Or drop off in person to # 330 – 1100 Homewood Road**

**Please wait to be contacted for an interview.**

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