

Executive Recruitment & Appraisals Inc.

"The Okanagan Valley's Recruiter of Choice"

LANDMARK

CENTRE

RECEPTIONIST / ACCOUNTS PAYABLE (KELOWNA, B.C.)

Our client, **Al Stober Construction Ltd.** has an immediate opening for the newly created position of **RECEPTIONIST ACCOUNTS PAYABLE.**

This full-time permanent position requires an experienced self-starter who has exceptional organizational/time management skills and a willingness to work collaboratively within a team environment. The primary duties include switchboard (5 lines), accounts payable, data entry (Word, Excel), and receiving clients.

To **confidentially** discuss the scope and rewards of this **FULL-TIME** career opportunity, contact **Patrick D. Walls, R. Psych., CHRP.** See website for **additional details.**

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www.executiverecruitment.ca