



## **OFFICE CLERK (Traffic/Accounting)** **(PART-TIME, Permanent)**

Squamish Terminals has an opportunity to hire a part-time **Office Clerk (Traffic/Accounting)**. This position will support both traffic and accounting (including payroll) with data entry, customer service, general office administrative duties and special projects.

Part time is defined as a minimum of 14 hours to a maximum of 28 hours in a work week (Monday to Sunday), between office hours of 7:00am and 5:00pm (based on business requirements and subject to change). This is a unionized position with the International Longshore and Warehouse Union (ILWU), Local 517 and reports to the Manager, Accounting & Administration.

The successful candidate will bring proficiency in Microsoft Office including Excel and Word and a basic understanding of database concepts. Accuracy and consistency in performing the job is key to success in this role. In addition, strong communication skills, a proactive approach to problem solving and the ability to work independently or as a team member will support a healthy work environment. Prior experience in accounting and experience in the terminal industry would be considered an asset.

### **How to Apply**

Interested applicants are invited to email their resume and cover letter to [careers@sqterminals.com](mailto:careers@sqterminals.com). Please ensure 'Office Clerk' is noted in the subject line of the email. Only candidates who are invited for interviews will be contacted.

**Closing date:** December 17, 2021

**Squamish Terminals** is a deep-water, break-bulk terminal located at the north end of Howe Sound – just 32 nautical miles north of the Port of Vancouver. With an intermodal transportation infrastructure (including access to rail, ocean and truck), 2 berths, 3 warehouses, specialized handling equipment and an experienced team, Squamish Terminals efficiently handles cargo bound for North America and around the world. At Squamish Terminals, we value and support our people, our environment and our community. For more information visit [www.squamishterminals.com](http://www.squamishterminals.com).