



Techni-Craft Equipment Services Limited
62 Riel Drive
St Albert, AB T8N 4A4
t 780.459.9848 | tf 888.583.2464
technicraft.ca

WE'RE LOOKING FOR A SERVICE COORDINATOR/ACCOUNTING CLERK

We are GROWING and looking for a professional to join our team in St Albert, AB

Work With Techni-Craft and Experience

- A Strong Team/Family Culture
- Employer Matching RRSP Program
- Industry Leading Wages and Benefits
- Membership in Merit Contractors Association (extended health, dental, life and disability insurance, post-secondary scholarships for employee's children and assistance programs)
- Extended Benefits Program (including annual health spending account, Best Doctors and Elite diagnostics programs)
- Birthday & Anniversary Recognition
- Employee Recognition Bonus
- Top-Quality, Professional Office Hardware, Software and Tools

Who Is Techni-Craft and Why Work For Us?

We know that a company is only as good as the team behind it and over the years, we've developed a fantastic team of dedicated professionals who believe in the services we provide. We've been in business for 25 years and have grown from 2 employees to 50+ and we are proud to say that we just keep growing.

Techni-Craft provides quality service for Convenience Stores and Quick Service Restaurants across Western Canada including industry leaders such as 7-Eleven, Husky, Starbucks, McDonalds and Circle K... just to name a few.

Many of our team members describe Techni-Craft as their extended 'family'. Be confident that you will build working relationships that become friendships, and because of our diversified business, you will grow personally and professionally. We know that together as a team, we will do great things.

As A Part of Our Team, You Will...

The *Service Coordinator/Accounting Clerk* position will report to the Controller & Service Manager. This position requires excellent verbal, written, and interpersonal communication skills as well as being detailed oriented. We are looking for someone with a high level of integrity and work ethic.

Your day to day will include things such as:

- Answer incoming service calls on the weekend and scheduling/dispatching the calls to the service technicians based on priority.
- Assist with Accounts Payable duties as required, such as, completing monthly VISA statements.
- Assist with other clerical duties as required, such as, filing, answering phones, and data entry.



Techni-Craft Equipment Services Limited
62 Riel Drive
St Albert, AB T8N 4A4
t 780.459.9848 | tf 888.583.2464
technicraft.ca

Talents We Are Looking For

- The ideal candidate would have customer service and entry-level accounting/clerical experience.
- Previous dispatching experience is considered an asset but is not required.
- The candidate must be a self-starter who is comfortable working independently.
- Organization, time management, critical thinking are crucial qualities to be successful in this position.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required for this job. Duties, responsibilities, and activities will be reviewed periodically as they change with business necessity.

Your Schedule

- It is a part-time position (25.5 hours/week) working Saturday to Monday – 8am to 5pm.

You Are Welcome Here

Our diverse team consists of people from all around the world, different cultures, different religions, and all walks of life - we wouldn't have it any other way!

We are here to build a great team that works together with respect to make great things happen... for our employees and for our customers. That's how we've built our company to what it is today and that's how we'll continue to grow. One great employee at a time.

Get to know us a little better. Check out technicraft.ca and if you like what you see, send us your resume to hireme@technicraft.ca and let's talk.

