



## STRUCTURLAM

2176 GOVERNMENT STREET, PENTICTON, BC V2A 8B5

250-492-8912

WWW.STRUCTURLAM.COM

How would you like to live in British Columbia's South Okanagan while working for one of Western Canada's most innovative manufacturing companies?

Structurlam is North America's premier manufacturer of laminated timber products and fabricator of mass timber packages. In business since 1962, we have celebrated many construction firsts including the world's tallest wood building (UBC Brock Commons in Vancouver), North America's largest wood roof (Rocky Ridge Recreation Centre in Calgary) and North America's most complex wood structure (Art Gallery of Ontario in Toronto).

Structurlam is at the forefront of the global resurgence in the structural use of wood and we are changing the way we build. This is your chance to play a key role in the movement to more sustainable construction by using the world's only renewable building material.

# DATA ENTRY CLERK

**STATUS:** Full Time Permanent Position

**LOCATION:** Penticton, B.C.

**THE ROLE:** The ideal candidate will work independently, be capable of multi-tasking, possess experience in entering prepared A/P, A/R, payroll (unionized environment preferred) and general accounting procedures. Computer literacy using Windows and Microsoft Office products is required with a **strong intermediate knowledge of Microsoft Excel**.

### RESPONSIBILITIES INCLUDE:

- **Major focus on inputting all prepared A/P invoices into the accounting system**
- Input all prepared A/R invoices into the accounting system
- General knowledge of GST/PST regulations
- Provide assistance with payroll entry into the accounting system, as required
- Provide back-up for phone/reception coverage, as required
- Other clerical tasks, as assigned.
- Maintain, track and report all financial aspects of projects including forecasts and billings.
- Manage the procurement process including subcontractor/trade/supplier negotiations and awards.
- Consistently deliver unmatched quality and service to Structurlam customers by minimizing delays and confusion and providing a predictable customer experience.

### QUALIFICATIONS:

- Minimum Minimum of 1-2 years' of experience with a strong focus on accounting data entry
- High school graduate with additional college training – Accounting/Bookkeeping Certificate
- Excellent verbal and written communication skills



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- Well-organized, detail-oriented and ability to manage multiple deadlines
- Effectively prioritize, organize and work both independently and as a team player to achieve goals.
- Computer literate and be proficient in Microsoft Office applications
- Construction industry experience an asset

### **PENTICTON, BC:**

Those of us who live in Penticton consider ourselves to be among the most fortunate. If you enjoy fresh air and outdoor activities, this is one of the best places to live in North America.

Penticton has the most attractive climate of all cities in Canada. With over 2,100 hours of sunshine and only 15 inches of rain annually, Penticton has beach weather in the summer and in the winter the local mountains get great snow for winter sports.

Penticton's name means "A Place to Stay Forever". It is nestled in a valley between two lakes, and is surrounded by vineyards and orchards. At our doorstep is boating, golfing, fishing, hiking, and camping, and our ski mountain at Apex Resort is a mere 30 minute drive away.

### **HOW TO APPLY**

Please email your resume to [hr@structurlam.com](mailto:hr@structurlam.com)