



CAREERS WITH A FUTURE

CO-OPERATIVE EMPLOYMENT OPPORTUNITIES

Position File Maintenance Clerk (Full-time)

Department Petroleum

Location Dawson Co-op Petroleum Dept.

Duties

- ✓ Maintain Petroleum files
- ✓ Administer End-of-Day, End-of Month and End-of-Year procedures
- ✓ Perform all other TRC file maintenance functions for Petroleum
- ✓ Willingness to take training courses offered by the Co-op
- ✓ Perform other duties as assigned
- ✓ Sales and service of petroleum and oils
- ✓ Customer service
- ✓ Answer phones and take customer orders
- ✓ Willing to work some weekends

Qualifications

- ✓ Minimum grade 12 education; preference will be given to those candidates with post secondary education in the computer field
- ✓ Demonstrated data entry skills including:
- ✓ Ability to type 40 words per minute
- ✓ Ability to use a numeric key pad without direct vision

Reports To Petroleum Manager

Deadline March 10, 2010

If you are interested or require additional information, please contact
Debra Smith, Human Resources Manager

Employees interested in the above position, are to inform their immediate supervisor of their intentions before they approach the contact person.

Date March 4/2010 Authorization Debra Smith FORM L203 (Rev. 08)