



## **Accounting/Data Entry Clerk**

### ***Full-time***

This position, based in **Kenora**, is responsible for providing exceptional front line customer service, inventory control, processing of daily sales and payments, as well as the collection of accounts receivable. The Accounting/Data Entry Clerk works as a team member to ensure customer service is provided at the highest level possible. This is a full-time position, working 75 hours bi-weekly.

### **Who are we?**

Morgan Fuels is a large fuel and propane distribution company operating throughout Northwestern Ontario and Manitoba. Our vision is to continue to be recognized and earn the respect of our customers as a leader in the energy and transportation industry, with a strong community focus, taking a progressive approach and pursuing all opportunities that provide positive growth.

### **Why work for Morgan Fuels?**

We offer competitive wages and benefits, including Life and Health Benefits and a Pension Plan (employer contributes 9%, employee contributes minimum 6%) after successfully completing a 3 month probationary period. Vacation entitlement increases to 3 weeks after 1 full year of employment.

**Preferred** qualifications include but are not limited to:

- Grade 12 Diploma.
- 2 years of experience in data entry.
- Working knowledge of Microsoft Office suite, with intermediate knowledge of Excel.
- Proficiency in keyboarding with the ability to type 50 w.p.m.
- High level of accuracy and analytical skills with attention to detail.
- Previous experience in accounts collection would be an asset.
- Valid Driver's License.
- Post-secondary education in Business Administration is an asset.

If you feel your skills and qualifications meet the above requirements, please submit your resume and cover letter to [hr@morganfuels.ca](mailto:hr@morganfuels.ca) by May 26, 2025.

### **Want more information?**

If you would like a full job description which outlines the rest of our preferred qualifications, please send an email to [hr@morganfuels.ca](mailto:hr@morganfuels.ca). The successful candidate will also be required to provide an acceptable Criminal Reference Check.