



JOB OPPORTUNITY

Administrative Clerk

DEPARTEMENT : Petroleum Services and Transport
LOCATION: Baie D'Urfé
STATUS: Permanent, full-time
POSTED: September 27, 2021

WHO WE ARE

La Fédération des coopératives du Nouveau-Québec (FCNQ) is owned by its fourteen member co-ops in the Inuit communities of Nunavik. FCNQ was established in 1967 to provide the rapidly growing cooperative movement with more effective powers and services to help attain their vision "Atautsikut" Together – working to develop as a people, leaving none behind.

SUMMARY

Under the authority of the accounting technician, you will be responsible for providing the petroleum department with administrative support for distribution operations, more specifically for keeping inventories and entering data for billing purposes.

RESPONSIBILITIES

- Collect missing information for the processing of delivery notes;
- Collect the information required for the preparation of petroleum product sales estimates;
- Establish effective and regular communication with distributing agents and provide professional customer service;
- Enter data for sales inventory reports and gas station tanks;
- Extract data and prepare customer sales reports for invoicing;
- Participate in invoicing for FCNQ and its subsidiaries;
- Update the subsidy lists and send the information internally and to the deliverers;
- At the request of the external auditors, prepare the required files;
- All other related tasks requested by the supervisor.

EXIGENCES

- High school diploma;
- Minimum of 2 years of experience in a similar position;
- Good knowledge of the Microsoft Office suite;
- Ability to communicate in French and in English, both verbally and written;
- Very respectful of the company's deadlines;
- Autonomy, ability to adapt and to learn, analytical mind.

CONDITIONS DE TRAVAIL

- Monday to Friday, 35 hours per week.

Candidates who are interested may send their resumes to FCNQ.recrutement@fcnq.ca or by fax to (514) 457-5651

We thank all applicants for their interest. However, only those under consideration will be contacted.