

Clear Environmental Solutions is currently looking for a motivated, enthusiastic, and organized individual to fill the position of **Receptionist/Accounting Assistant**. This full time, diverse position is located in Calgary, Alberta. The successful candidate must possess exceptional communication skills, ability to multi task, are well versed with Microsoft programs and work as a team member within our organization.

Front Desk Responsibilities:

- Greet clients and visitors in a professional manner while creating a welcoming environment
- Handle incoming calls and ensure queries are directed to the proper individuals and departments
- Process all incoming and outgoing courier requests
- Pickup, sort and distribute all internal mail
- Serve as the primary contact for building services and general maintenance requests
- Distribution of Customer Invoices and Reports
- Distribution of reports to regulators
- Uploading Customer reports to Clear's Portal
- Nickels/Daily Oil Bulletin distribution
- Maintain current internal phone lists & directories and provide assistance in any phone maintenance
- Help to create a positive welcoming environment for clients, guests and staff
- Other related duties as required

Accounting responsibilities:

- Recording payables into the accounting system
- Act as the primary back up to recording invoices when required
- Delivering daily bank deposits to bank

General responsibilities:

- Maintaining information mailbox, distributing incoming emails to appropriate department
- Scanning of documents for Sales/Operations

Qualifications Include:

- 2+ years' experience in a similar role, preferably within Oil and Gas or industry
- Degree/Diploma in Office Administration or similar would be considered an asset
- Knowledge of basic accounting
- Professional manner and value confidentiality in all dealings
- Superior organization skills
- Confident, detail orientated and enthusiastic team player
- Advanced Word, Excel & PowerPoint skills
- Exceptional organization, time management, and problem solving skills
- Ability to multi-task under tight deadlines
- Proven ability to work and contribute as a team member

Clear Environmental Solutions offers our employees a competitive salary and benefits package commensurate with experience. Please send your resume and cover letter in confidence to resumes@clearenv.com. Applications will only be considered complete when you send both a resume and cover letter. We thank all applicants for their interest; however we will only contact those individuals who qualify for an interview.

No phone calls please