

Shipping & Receiving Person

The ideal candidate will exhibit excellent organizational and communication skills while multi-tasking in a busy retail environment. Experience in shipping/receiving is not a must but would assist in the position. Knowledge of inventory and point of sales systems is definitely an asset.

Appropriate training will be provided.

Wages based on experience. A typical work week is Monday to Friday, 40 hours per week. Great benefits program available after a three-month probationary period.

Parts Person

You must have an outgoing personality and be able to communicate with the public. Someone with a love for outdoor activities such as Ski-Dooing, boating and quading would fit in very nicely with the team. You must also be very computer literate. This job involves an extraordinary amount of computer work. Wages based on experience and whether the candidate holds journeyperson parts certification.

DUTIES REQUIRED TO PERFORM

- Maintain inventory and parts ordering, ensure there is an adequate supply of parts and accessories for store and customers.
- Use point of sale software to manage parts and complete transactions for customers.
- Speak to customers on a daily basis.

Training will be provided. Minimum 40hrs per work week.



POLAR TECH
RECREATION

Accountant

We are looking for a person with

- In depth knowledge of generating and analyzing financial statements
- Experience with general ledger functions and the month-end/year-end close process
- Hands-on experience with accounting software packages, like SAGE
- Advanced MS Excel skills
- Aptitude for numbers and strong quantitative skills
- Experience with business operations and accounting requirements associated with inventory/ sales.
- Proven problem solving, analytical and decision-making skills.
- Able to work independently and effectively manage diverse responsibilities.
- Superior written and oral communication skills.
- Strong interpersonal skills.

We are ideally looking for someone with experience in a Senior Accounting capacity. \$120,000 annual salary for the right candidate.

Job Types: Full-time, Permanent

Salary: \$120,000 per annum

If you would like to apply for any of these positions, please email mike@polartech.ca or drop off resumes at Polar Tech Recreation at 213 Utsingi Drive in Kam Lake