



What We Do

At Skill Metal Fabricators we offer a one-stop solution to your metal manufacturing and production needs. We pride ourselves on being able to use the latest technology to take your idea from conception to completion.

Bookkeeper/ Order Entry -Administration

Skill Metal Fabricators Inc. located in Bassano, Alberta (1.5 hours South East of Calgary) is accepting Resumes for Bookkeeper/Order Entry-Administration

Duties:

All general duties related to the front office and the ability to organize and prioritize tasks given and work as a team player.

- Post accounts payable and receivable in Sage 50
- Ability to use Microsoft word and excel
- Answer phones and manage calls and e mails
- Willingness and ability to learn new tasks
- Candidate must be available for steady work Monday-Friday

We are willing to train the right person

Pay will depend on previous employment, skills and experience.

Please send Resume to: resumes@skillmetal.com