



Administrative/Data Entry Clerk Sudbury, Ontario

Emcon Services Inc. is a proud Canadian based company with over 30 years of success as an interprovincial Road and Bridge Maintenance Contractor. We currently have an opportunity for an enthusiastic individual to join our team in Sudbury, out of our Lively office.

Key expectations in this position are confidentiality, accuracy and the ability to maintain positive working relationships with employees, supervisors, agencies and the public. Confidentiality in all matters, as well as presenting a professional company image, are key expectations in this position.

Duties include, but are not limited to: typing, confidential filing, data entry for payroll and shop production, job costing, access and excel queries, inventory invoices, and other general clerical duties as required.

Teamwork and communication are critical to your success and to the success of the company.

As with all positions in our company, duties will vary and change as the goals and requirements of the industry, the company, and the workplace continue to change.

Our Company places a high degree of priority on safety. It is your responsibility, as an employee to know and adhere to all safety regulations and procedures, and to ensure that you help maintain a safe work environment.

Successful candidate must have a G License.

This is a non-union, salaried position. Salary and benefits will be based on the experience of the successful candidate.

Emcon Services has the following conditions of employment: satisfactory drug pre-screening and Driver's Abstract

Emcon Services Inc. is an equal opportunity employer. We thank all candidates for their interest, however, only those selected for interview will be contacted. Emcon Services Inc. will provide accommodation for individuals with accessibility needs.