

# CAREER OPPORTUNITY

The Pontiac Journal is looking for an  
**ADMINISTRATIVE ASSISTANT**  
to cover the front office and to do  
basic bookkeeping and secretarial work.

## Tasks:

- Open and close the office daily.
- Good customer service, in person and over the phone.
- Relay messages to the editor, office manager, production manager or to sales people.
- Create invoices, enter accounts payable and receivable using Sage 50 accounting program.
- Make weekly bank deposits, and track direct deposit payments and e-transfer payments.
- Create sales reports for payroll and documents for Canada Post delivery of the Journal.
- Record and track classified ads and subscriptions.
- Other tasks may be added, including actively doing sales in the Campbell's Bay / Fort-Coulonge and Mansfield areas with commissions paid, besides salary.

## Requirements:

The successful candidate must be outgoing, have strong communication skills in both French and English, and be interested in our bilingual community newspaper. They must be capable of working independently as well as within a team. They must have knowledge of basic office procedures; knowledge and experience with Sage 50 Accounting is an asset.

## Other details:

This position is for 30 hours per week; it is a salaried position with starting salary based on experience.

Start date is immediate. Please send your resume to  
**[info@journalpontiac.com](mailto:info@journalpontiac.com)** to arrange for an interview

