Join our Team!

Wilson's is a stable family-owned company that has been operating locally since 1940! We're looking for an engaged and energetic problem-solver who enjoys building relationship and rapport with team mates and vendors, is looking for a challenging office position, and values a professional and collaborative team culture.

ACCOUNTS RECEIVABLE/RECEPTION

Wilson's is currently looking for an individual who wants to work in a fast-paced and challenging environment with our administration department at our Head Office in Dryden.

The successful candidate will have experience in an office (or administrative) environment and working with receivables. Ideal candidates will possess excellent telephone and computer skills (with experience in developing spreadsheets and reports within Excel) and be able to effectively communicate verbally and in writing. Having sound time management and organizational skills, you will be self-motivated, able to work independently and still be a valued team member working to meet individual targets as well as company goals.

You must have strong inter-personal skills and understand the importance of your role as a team player within a sales and service oriented company. An acceptable Criminal Background Check is a condition of employment. This permanent, full time position has a wage range of $18.00-$21.00/hour (depending on experience) including company benefits. Training will be provided. Shifts are Monday to Friday, 8:00 am to 5:00 pm.

Applicants can drop off a resume at our Dryden store (32 King Street). Alternatively, you can **fax or email** your resume before November 13th to:

Human Resources
Wilson's Business Solutions
Box 3005
Dryden, Ontario
P8N 2Z6
Email: inquiry@wilson.ca
Fax: (807) 223-3320

We thank all candidates for applying, however, only those selected for an interview will be contacted.

About Us: *Wilson's Business Solutions* is the leading office solutions provider in Northwestern Ontario and Northern Manitoba. For over 80 years we have been providing complete sales and service support for all print document systems, office products, furniture, and computer products to our customers, with physical locations in seven separate communities.

Office Supplies • Furniture • Copier and Computer Sales/Service:
Dryden • Kenora • Fort Frances • Sioux Lookout
Red Lake • Thompson • Thunder Bay

