

Mississippi Airways
Data Entry Clerk

We are a successful and well-established airline company seeking a permanent, full time Data Entry Clerk to join our team. It is essential that the chosen candidate have strong accounting skills and/or equivalent experience.

Qualifications

- Bookkeeping, Accounting Diploma or equivalent experience
- Strong communication skills, both verbal & written
- Excellent data entry and PC skills, AccPac, MS Excel, MS Word
- Demonstrated accuracy in typing
- Results oriented, attention given to detail, good organizational skills and ability to problem solve
- Ability to complete tasks within specific deadlines
- Ability to work both independently and in a team environment
- Strong work ethic and sense of responsibility and confidentiality
- Ability to follow policies and procedures as outlined

If you are interested in this position, please apply directly to this posting. We sincerely thank all applicants; however, only short-listed candidates will be contacted.

Resumes will be accepted no later than December 15, 2017 email or fax to the following: Please include references.

Mississippi Airways
Attention: Danielle Tomchak
Box 2557
The Pas, MB
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Fax: 204 623-1597