

It's the people that make a difference, and we believe in developing the best – Are you ready for the Challenge?

Grow with us, and have a part in making Huron Tractor the “Right Choice” for our Customers!

Huron Tractor is one of John Deere's largest partners in Canada, with nine locations servicing Southern Ontarians from East to West.

Our approach to business has always put the customer first. We're proud to serve a community of customers that spans agricultural and commercial organizations to homeowners, with one of the largest inventories of machines and parts in Canada.

Store Administrator

Location: Stayner

Position Type: Contract (15+ Months)

Job Responsibilities

- Receives visitors and telephone calls ensuring these individuals are directed to the proper parties within the dealership
- Prepares bank deposits and balances cash receipts
- Records standard accounts payable and accounts receivable entries on a daily and monthly basis
- Maintains accounts payable or accounts receivable records
- Reviews purchase orders ensuring information is accurate and submits supporting paperwork to the Accounting Department
- Distributes mail and maintains dealership files
- Drafts and types standard letters and memoranda as requested and prepares documents for distribution
- Provides administrative support to the sales, parts, and service departments at that location
- May order office supplies for the store location
- Must follow standard operating procedures and health & safety rules in performing work assignments.
- Must follow H&S regulations & procedures outlined in the Health & Safety Manual.

Qualifications

- Solid clerical expertise
- General accounting knowledge
- Strong people and communication skills
- Excellent organizational skills
- Ability to use standard desktop load applications such as Microsoft Office
- High School degree or equivalent experience

Please forward resumes with cover letter stating how your qualifications and experience fit with the position. Apply in confidence to hr@hurontractor no later than May 4, 2018 by 4:00 pm. We thank all for applying however only those selected for an interview will be contacted.

**Huron Tractor is an equal opportunity employer and welcomes applicants from all backgrounds to apply
“Accommodations will be made for applicants with disabilities”**