

WE'RE HIRING: A FULL TIME OFFICE ADMIN / BOOKKEEPER

Meunier Livestock Ltd. | Barrhead, AB

We're looking for an organized, reliable, and detail-oriented person to join us at our office on a full-time, Monday-to-Friday basis. In this in-office role, you'll keep our daily operations running smoothly by managing the day-to-day paperwork and financial tracking for our agricultural business, with responsibilities including:

- Managing accounts payable, accounts receivable, and invoicing
- Performing data entry and keeping financial records up to date
- Handling general office duties like filing, mail, and answering phones
- Assisting with updates to our social media channels and company website
- Supporting the management team with day-to-day administrative tasks

What We're Looking For

- Organized, dependable, and highly attentive to detail
- Strong basic math skills and comfortable working with numbers
- Professional communication skills and a positive attitude
- Proficient with Microsoft Office Suite (including Excel, Word, Outlook, and SharePoint)
- Previous experience with accounting software is an asset
- Agriculture or livestock industry background is an asset, but not required

No extensive bookkeeping experience? If you have strong organizational skills and a willingness to learn, we are open to training the right person. This is a great opportunity for someone looking to build a stable administrative career right here in the Barrhead area.

Please email resume to ryan@meunierlivestock.com