



Saskatchewan Pulse Growers is recruiting for the following **full-time term positions**:

ACCOUNTING CLERK

(October 1, 2007-February 27, 2009)

Responsibilities Include:

- Accounts payable and accounts receivable
- General accounting support to the Controller
- Spreadsheet preparation and analysis using Excel

Qualifications:

- Post-secondary accounting education or relevant accounting experience
- Current computer skills using accounting software

DATA ENTRY CLERK

(October 1, 2007-September 30, 2008)

Responsibilities Include:

- Data entry and verification
- Spreadsheet preparation and data analysis
- Record management

Qualifications:

- Minimum high school education, post-secondary business education preferred
- Excellent alpha and numeric typing skills
- Customer service background with superior phone skills

In addition to the above, both positions require:

- Strong oral and written communication skills
- Ability to work with minimal supervision and as part of a team
- Strong organizational and multi-tasking skills
- Attention to detail and accuracy
- Current computer skills using Microsoft Office

Please fax, mail or email your resumé, references, and cover letter including salary expectations to:

Jennifer Saunders, Administrative Assistant
Saskatchewan Pulse Growers
104 – 411 Downey Road, Saskatoon, SK S7N 4L8
Fax: (306) 668-5557
Email: spgadmin@saskpulse.com

Application deadline: 1:00 pm Friday, September 21, 2007

Only those applicants selected for interviews will be contacted.