

Receptionist / Accounts Payable & Receivable Clerk (Full-Time, Permanent)

Location: Pacific Chevrolet

Salary: \$45,000 – \$55,000 per year

Schedule: Monday to Friday

Benefits: Available

Pacific Chevrolet is currently seeking a **full-time, permanent Receptionist/Accounts Payable & Receivable Clerk** to join our team. This role is ideal for someone who is detail-oriented, and enjoys working both independently and collaboratively.

Key Responsibilities:

- Greet customers and answer incoming phone calls
- Collect Cash and prepare Daily Deposit
- Process accounts receivable and accounts payable
- Perform data entry and maintain accurate records
- Support general office and clerical tasks
- Provide excellent customer service in person and over the phone
- Assist with additional administrative duties as required

What We're Looking For:

- Strong organizational and multitasking skills
- Experience in administrative, bookkeeping, or clerical roles
- Proficiency with Microsoft Office (especially Excel) is an asset
- Excellent communication and phone etiquette
- Friendly, professional demeanor and team-focused attitude

How to Apply:

Apply in person with your resume @ 3800 Johnston Road, Port Alberni, or send your application to **nicole@pacificchev.com**