

ADMINISTRATIVE FILE CLERK NEEDED FOR TAX SEASON

Are you looking for a healthy work-life balance? Kingston Ross Pasnak is presently looking for a File Clerk to join our team. In this role, you will be responsible for filing, document management, reception coverage, and general office administration.

This is a temporary position to provide assistance during our busy season, commencing in late January. Hours will be 8am to 5pm, Monday to Friday for approximately 4 months with the possibility of overtime. Starting wage will be \$12 - \$15 per hour.

At KRP, we attribute a large part of our success to the support and assistance provided by our administrative team. We are looking for a highly motivated individual with excellent time management skills.

For more information, please visit our website at www.krpgroup.com

Please email resumes to: hr@krpgroup.com or fax: 429-4817 Attn: Human Resources by Monday, December 5th, 2011.

We wish to express our appreciation to all applicants for their interest. Only candidates selected for interviews will be contacted.

**2900 Bell Tower, 10104 103 Avenue
Edmonton, AB T5J 0H8
Phone: (780) 424 - 3000
Fax: (780) 429-4817**

