



## Position Posting: Office & Accounting Assistant

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Located in Abbotsford, 50 km east of Vancouver, Canada in British Columbia's beautiful Central Fraser Valley, Van Belle Nursery is an internationally recognized wholesale supplier of ornamental plants.

Van Belle Nursery practices open book management, sharing the financials and giving employees a stake in the outcome through a profit share program. We're committed to the strong culture that has been cultivated through five Core Values: Best Effort, Always Positive, Respect People, Find A Better Way, and Do It Now. Every employee is responsible for protecting and contributing to our culture by living these Values.

Because of our ongoing growth and commitment to continuous improvement, we are looking for someone to join our team in the full-time, permanent position of Office & Accounting Assistant

As **Office & Accounting Assistant**, you assist the Office Team with a variety of administrative tasks, enjoy multi-tasking and are adaptable to changing demands.

### Job Requirements:

- Accounts Payable data entry, filing and other tasks as needed;
- Accounts Receivable administration as needed;
- Human Resources assistance with administrative tasks;
- front office reception duties;
- all other office and administrative tasks as needed;
- general administrative support for all other departments.

### Education & Qualifications:

- Minimum high school diploma;
- Fluent spoken and written English; Spanish an asset;
- Accounting related education and experience an asset;
- Ability to work in a fast paced, multilingual and multicultural environment;
- High attention to detail and highly organized.

### Work Conditions:

- Be prepared to work extended hours as needed during shipping season, including Saturdays (March - June);
- Agree to follow and demonstrate the company's core values;
- Van Belle Nursery is a smoke free workplace.

**We offer:**

- A positive and dynamic work environment;
- Competitive salary based on qualifications and experience;
- Company benefit package including extended health and dental coverage;
- A company profit share program;
- Additional benefits available after 3 years + continuous employment.

**Job location:**

- 34825 Hallert Road, Abbotsford, BC V3G 1R3

**How to Apply:**

If you would like to pursue joining our team at Van Belle Nursery, please submit your resume and cover letter, including your salary expectations to our Human Resources Administrator.

Applications may be submitted as follows:

1. Email to: [hr@vanbelle.com](mailto:hr@vanbelle.com)
2. Fax to: 604-853-6282
3. In person to Van Belle Nursery head office: 34825 Hallert Road, Abbotsford, BC V3G 1R3

Learn more about our company at [www.vanbelle.com](http://www.vanbelle.com)

We thank you for your interest. Only applicants selected for an interview will be contacted.