



Data Processing Clerk Mega Group Inc. – Saskatoon office

Are you ready to be a part of something bigger? As one of Canada's Best Managed Companies, Mega Group values the talents and abilities of our employees and seeks to foster an open, cooperative, and flexible environment in which employees can thrive. Being a proudly Canadian company means we're always looking for smart, enthusiastic, and passionate team members who reflect the communities we serve. Join our team today and take pride in helping our neighbours turn their businesses into success.

Make an impact with our Data Processing team as a Data Processing Clerk in our Saskatoon office.

What you will do:

- Demonstrate customer services standards with both the internal and external customers
- Process all invoice/credit memo transactions which includes coding transactions, creating, and verifying, correcting, editing, validating, and posting
- Communicate with Credit Team, Accounts Payable, Accounts Receivable and IT departments daily for transactional issues
- Process invoice reversal requests
- Meet deadlines with quality standards and high degree of accuracy
- Trouble-shooting: Identifying and solving departmental inefficiencies to improve daily processes
- Challenge the status quo
- Keep documentation up to date

Who you offer:

- 1+ years of experience in an office setting is required.
- Related post-secondary education would be considered an asset.
- Committed team player
- Outstanding attention to detail
- Organizational skills a necessity
- Excellent written and verbal communication skills
- Proficient in Microsoft Office applications; specifically Word and Excel.
- Excellent attention to detail and organizational skills.
- Able to work within tight timelines and identify priorities.
- Bilingualism (English/French) would be considered an asset.

What we offer:

- Health and Dental coverage
- Health Care Spending Account
- Lifestyle Account
- Gainshare
- RRSP Plan
- Employee Assistance Program
- Social and charity committees
- Hybrid work possibilities
- Healthy work-life balance

- Positive company culture
- Training and development opportunities
- The personal fulfillment of supporting local businesses

Who we are:

Making independent retailers stronger is not just a tagline, it is our entire reason for being. For more than 55 years, Mega Group has provided a competitive edge to like-minded Canadian independent home goods retailers by providing programs and services that save them time and money. Entirely member-owned, Mega Group provides the combined expertise and scale in the areas of Retail financial support, Digital business, and Business Fundamentals that our members cannot easily access or afford on their own.

Want to learn more? Check out our [website](#) and follow us on [Facebook](#).

Our goal is to support local businesses. We believe the best way to do that is by building a team with various backgrounds, cultures, and perspectives to help make our vision a reality. Diversity and inclusion fuel our innovative solutions and unite us with our members and the communities we serve. We have a nationwide, multicultural, and diverse member base - we want to reflect that inside our walls.

Please apply in confidence to hr@megagroup.ca

****Please note that only those candidates selected for an interview will be contacted.***