

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:**

- Process all invoice/credit memo transactions which includes coding, creating, verifying, correcting, editing, validating and posting.
- Collaborate with Approvals, Accounts Payable, Accounts Receivable and our IT departments on a daily basis for transaction issues.
- Demonstrate excellent customer service both internally and externally.

**What you offer:**

- Minimum 1 year experience in an office setting is required.
- High School Diploma or GED.
- Committed team player.
- Outstanding attention to detail.
- Strong organizational skills.
- Excellent written and verbal communication skills.
- High volume keyboarding skills in both alpha and numerical.
- Proficient in Microsoft Office applications; specifically Word and Excel.
- Able to work within tight timelines and identify priorities.
- Bilingualism (English/French) would be considered an asset.

**What we offer:**

- Health and Dental benefits
- Health Care Spending Account
- Lifestyle Account
- Gainshare
- RRSP Plan
- Employee & Family Assistance Program
- Social and charity committees
- Healthy work-life balance
- 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 almost 60 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, and Digital business, 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.*