



ContainerWorld
Serving the Beverage Industry

EMPLOYMENT OPPORTUNITY

INVOICING CLERK

Job Code: CW17-006
Post: 9 November, 2017
Position Type: Full-time
Department: Finance
Hours of Work: Monday to Friday 8:30 AM – 4:30 PM
Location: Richmond, BC
Compensation: Commensurate with experience

Working under general supervision from Finance Manager as required, ensures the timely billing of all international truck and ocean freight in order to maintain an uninterrupted revenue stream. Is responsible for efficiency and effectiveness of own work, and has considerable impact on efficient operations of own area and some other areas/departments.

Job Description:

- Generate invoices
- Identify all related billing activities
- Respond to all customer inquiries
- Maintain master file rate files to ensure accurate billings
- Maintain general filing of all invoices and back up documentation
- Approve payables related to invoicing to invoicing activities

Required Qualifications:

- Attention to detail and strong organizational skills; including process improvement abilities
- Good customer service and interpersonal skills
- Excellent data entry and computer skills such as Excel

Other Knowledge, Skills and Abilities:

- Preference will be given to candidates with previous truck/ ocean billing experience
- Excellent problem solving skills
- A self-starter with ability to work independently as well as in a team
- Commitment to meeting deadlines

HOW TO APPLY

Interested applicants should submit their resume and cover letter to careers@containerworld.com

We thank all applicants for their interest; however, only those selected for an interview will be contacted.