



## EMPLOYMENT OPPORTUNITY

### Invoicing Associate

**Post:** January 31, 2018

**Position Type:** Full-time

**Hours of Work:** Monday to Friday 8:30 AM – 4:30 PM (37.5 hours' work week)

**Location:** Richmond, BC

**Department:** Finance

#### Position Overview:

Working mainly independently with guidance from Finance Manager as required, ensures the timely billing of all activities pertaining to the Company's operations 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 for services provided by the company
- Respond to all customer inquiries
- Maintain master file rate files to ensure accurate billings

#### 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
- Experience working on Sage, Truckmate, Accellos is a plus
- 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](mailto:careers@containerworld.com)

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