



ContainerWorld Forwarding Services Inc.  
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Richmond, BC V6W 0A3

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**Position: Part Time Invoicing Associate (20 hours a week)**  
**Job Posting: CW19-013**

ContainerWorld located in Richmond, British Columbia is a premier logistics provider for the beverage industry; privately owned company with approximately 430 employees throughout its three BC facilities. ContainerWorld also operates in Ontario and Nova Scotia.

We are a state-of-the-art forwarding, warehousing and distribution Company. We have a Warehouse Management System to include voice picking, interleaved put-away/replenishment and license plated inventory with RF scanning. Our automation also includes an ERP, CRM, Cargowise, Truckmate, Sage, Kronos applications to prime us for present and future expansions into other provinces. ContainerWorld actively supports Lean Six Sigma concepts.

**Job Title/Hours:**

Part Time 20 hours a week

**Position Overview:**

Working mainly independently with guidance as required, ensures the timely billing of all activities pertaining to the Company's operations in order to maintain an uninterrupted revenue stream.

**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 cover letter, resume and wage expectations 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.*