

CLIENT SERVICES REPRESENTATIVE

Accounting & Administration

RICHMOND, BRITISH COLUMBIA



Overview

The Client Services Representative position is responsible for the timely and accurate processing of daily accounting transactions.

Qualifications

The Client Services Representative will:

- be legally entitled to work in Canada
- be punctual and reliable
- be honest, trustworthy and respectful
- have an excellent command of English - written and oral
- be detail oriented, with excellent organizational and administrative abilities
- be able to work independently with little or no supervision
- have the ability to multitask and meet changing deadlines in a fast paced department
- maintain a productive working relationship with all other departments
- file and maintain client and vendor files
- be proficient in the full Microsoft Suite while experience in Great Plains Accounting would be an asset (Other Company software specialized to the department will be taught)
- be knowledgeable of debit and credit ledgers
- possess general knowledge of Accounts Payable and associated ledgers
- have the ability to maintain a high level of accuracy in preparing and entering financial information

NOTE: The position requires significant phone contact with clients regarding their accounts, invoices, and refunds.

Duties & Responsibilities

The successful applicant will take direction from and report to the Coordinator, Accounting & Administration, as well as have support and provide direct input to the CFO. The Client Services Representative responsibilities include, but are not limited to:

- daily auditing
- data entry
- creating and processing invoices for various divisions and credit payments to accounts
- issuing tickets
- processing cargo waybills and billings semi-monthly
- maintenance of credit cards in reservation and accounting systems
- answering incoming phone calls regarding invoice payment from vendors
- coverage of switchboard phone lines and redirection from vendors
- sending and responding to emails regarding account, invoices and payments
- being cross trained in the accounts payable functions
- Creating, entering and dropping off bank deposits in a Company vehicle

Reliable transportation required, as bus service is limited to this area.

CLIENT SERVICES REPRESENTATIVE

CLOSING DATE:

open until position is filled

LOCATION:

Helijet International Inc
Richmond-YVR Office

STATUS:

Full-Time, Monday to Friday
40 hours / week

REMUNERATION:

Monthly Salary commensurate with
experience + benefits plan + flight privileges

Helijet is an equal opportunity employer

Apply with Resume to:

Careers
Helijet International Inc.
5911 Airport Road South
Richmond, BC V7B 1B5

Email: careers@helijet.com
Subject Line: CSRAA

Please - No Phone Calls please