



JOB TITLE: PART TIME ACCOUNTS RECEIVABLE CLERK

LOCATION: GARDEWINE NORTH – BRAMPTON, ONTARIO

Job Summary:

This position reports to the Traffic Manager and is responsible for completing all types of accounts receivable activities with an emphasis on collections. We are looking for 4-5 hours per day, Monday to Friday.

Job Duties:

1. Review accounts and prioritize collection calls.
2. Call customers and secure payment of accounts.
3. Account follow up on reasons for non payment and reconciliation.
4. Communicate with Traffic Manager regarding status of accounts.
5. Posting of payments in operating system (RISC)
6. Other duties as assigned and required.

Qualifications:

1. Knowledge of general accounting practices including journal entries and debit/credit memos.
2. Able to demonstrate good problem solving and customer service skills.
3. Excellent communication and customer service skills.
4. Demonstrated ability to deal with customers under all types of circumstances.
5. Proficient in Exel and Word. .
6. Minimum of 2 years collections or related experience preferred

Please forward a resume and cover letter quoting salary expectations to;

Bo Lee
Traffic Manager
Gardewine Group Inc.
321 Orenda Road
Brampton Ontario L6T 1G4
Phone: 905-793-6460 Fax: 905-793-2673
Email: bolee@gardewine.com

*We thank all candidates in advance for their interest.
Only those selected for an interview will be contacted.*