



Full Time Administrative Assistant/Accounts Receivable Clerk

Celebrating 50 years in business, Arodal Services Ltd. is a BC owned and operated company providing janitorial services in the Lower Mainland and Fraser Valley regions. Dedicated to customer satisfaction, we have over 500 customers managed by our hardworking team.

We are looking for a dynamic professional, mature, permanent full-time person with a positive attitude who has excellent interpersonal, communication and organizational skills. A diligent person who can work in a team environment as well as on their own. Overall, this person needs to work effectively with little to no supervision and who can meet deadlines while managing multiple tasks at once.

Responsibilities:

- Perform general office duties such as receive, redirect and respond to phone calls, managing and responding to emails, filing, greeting people and providing customer service to contractors when needing supplies or information.
- Organize and manage our in-house database computer program.
- Organize, complete and update spreadsheets for weekly and monthly billing reports.
- Perform data entry for invoices, customers and contractors.
- Perform a variety of accounts receivables tasks, preparing cash receipts, posting payments, preparing adjustments & work orders and doing daily bank deposits.
- Investigate discrepancies and resolve problems on customer invoice and contractor inquiries.
- Maintain collection files and follow up on delinquent accounts.
- Supporting the Sales and Accounting Departments

Requirements:

- Completion of Grade 12 Diploma.
- Minimum 2 years of experience in Administration or Bookkeeping role required or completion of a business college program may lower the experience to one year.
- Bookkeeping & Accounts Receivables knowledge required.
- Proficient in Microsoft Programs, especially in Excel.
- Communicate effectively in English both verbally and in writing.
- Attention to detail and a high degree of data entry accuracy.
- Problem solving skills, multi-tasker and team player.
- Own vehicle preferred.

We Provide:

Competitive salary
Monthly Bonus System for Collections and Annual Billing Bonus
Extended Health and Dental Insurance (after 3 months)
10 days paid vacation annually

Hours/Days: 8:30am – 4:30pm, Monday – Friday
Start Date of Employment: Immediately.
Location: Richmond

Please email resume to: ester@arodal.ca