

Reference number: S0006

In this role you will:

This position will report directly to Accounts Receivable Supervisor and will be responsible to compute, classify, record and verify numerical data for use in maintaining L/C records and Invoicing by performing the following duties.

Key Responsibilities:

- Checks and verifies shipping documents against L/C terms in coordination with customer's required template
- Ensures all required documents for Letters of Credit are prepared as per Customer requirements and presented to the bank on time to ensure compliancy
- Processing of sale invoices (internal and external) and of purchase invoices
- Ensures that pricing on suppliers' and customers' invoices accurately corresponds with pricing on proforma invoice
- Maintains and updates communications with factories with regards to processing of documents
- Assists Supervisor with correspondences to suppliers and provides daily updates to Supervisor on any pending issues
- Develops ways of improving procedures to positively affect the Invoicing departments' productivity and efficiency
- Monitors and prints incoming L/C 's and L/C payment notifications daily. Logs in Excel where necessary
- Ensures delays and discrepancies are promptly followed up. Negotiates discrepancies on LC's with the customer
- Investigates problems that vendors or purchasing agents have with obtaining payment for bills
- Prepares shipping documents and forward to forwarders and customers
- Supports the clerks within the Invoicing team with day to day issues and inquiries
- Month End: Ensures compliance and meet team deadlines for monthly closing as specified by Direction

Qualifications:

- Experience dealing with US/Canadian retailers
- Able to communicate effectively
- Demonstrated ability to work independently under pressure
- Experience dealing with overseas vendors
- Familiar with duty, transit times, terms of sale and any import related terms/conditions
- Energetic, passionate self-starter who is also a team player
- Resourceful, proactive, good problem solver
- Detail oriented
- Strong with numbers
- Proficiency in Office Software including Excel
- Excellent follow up skills
- Thrives under pressure

Experience required:

- Post-Secondary Education
- Minimum of 2-3 years of progressive work experience
- Excellent mathematical skills
- High degree of accuracy, attention to detail, able to meet deadlines.
- Excellent time management, communication and interpersonal skills
- Bilingual
- Good knowledge of Microsoft Office with a focus on Excel

Job Type: Full-time, Permanent

PLEASE INCLUDE SALARY EXPECTATIONS IN YOUR COVER LETTER. THANK YOU

Location: - Near Downtown Montréal, QC

Job Type: Full-time

Send your CV to hr@sensiobrand.com