



JOB OPPORTUNITY

POSITION: Billing Coordinator

LOCATION: Hensall

Hensall Global is seeking a Billing Coordinator. This individual is responsible for the timely processing of daily freight invoices as well as all payables activity related to the orders. The Billing Coordinator will also be responsible for the distribution of the invoicing created and for proper closure of files. The candidate must have a good understanding of basic accounting principles and be comfortable with numeracy and exchange rates. Accuracy and great attention to detail are necessary. This is a full-time position working out of the Hensall location.

What Hensall Global has to offer:

- Competitive Annual Salary
- Group Benefits Plan (dental, prescriptions, vision, massage, chiropractic, physiotherapy etc.)
- Pension Plan matched by Hensall

Job Duties and Responsibilities:

- Responsible for the creation of customer freight invoicing
- Coding of the associated vendor payables
- Distribution of the completed freight invoices
- Forwarding of the vendor payables to the accounting team for processing
- Closing of all completed files
- All other duties as assigned

Job Requirements:

- Understanding of basic accounting principles
- Good understanding of numeracy and exchange rates
- Accuracy and attention to detail
- Excellent verbal and written communication skills
- Good organizational skills

Qualifications:

- Post-secondary diploma in Business Administration or similar program
- Previous experience in freight forwarding would be considered an asset
- 1-2 years of invoicing experience

If you are interested in applying for this position, please submit your cover letter and resume to:

Email: job@hensallglobal.com
Jessica Boughen, Human Resources Manager

Hensall Global is committed to employment equity and encourages the four designated groups to apply.