



## **JOB OPPORTUNITY**

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**POSITION: Trucking Payables and Invoicing Associate    LOCATION: Hensall**

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Hensall Global is seeking a dynamic individual to become an integral part of our team, working out of the Hensall location. The Trucking Payable and Invoicing Associate will work closely with Bulk Agri Coordinators and report to the Trucking Operations Manager. Must be able to handle a high-volume workload in a fast-paced environment. A key requirement is the daily invoicing of bulk trucking loads and processing associate accruals. Daily and weekly processing of company pay information and sending to payroll.

### **Job Duties and Responsibilities:**

- Daily invoicing of bulk trucking loads and processing associated accruals.
- Daily/weekly processing of company driver pay information / forwarded for payroll.
- Investigate invoice discrepancies with respect to pricing / rate and resolve as required.
- Receive and approve payable invoices.
- Excel spreadsheet work for statistical data.

### **Job Requirements:**

- Self-motivated individual with strong attention to detail
- Excellent organization, customer service, and teamwork skills

### **Required Qualifications:**

- High School Diploma preferred or equivalent.
- Excellent oral, written, and mathematical skills.
- One year or less in this position to reach competency.

### **Internal Application Deadline:**

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

**Human Resources**  
**Email:** [job@hensallglobal.com](mailto:job@hensallglobal.com)

Global reach, customer focused.

HGL is committed to employment equity and encourages members of the four designated groups to apply.

Accommodation will be made upon request.