

## Office Administrative/Account Receivable Position

**Roadway Systems Limited** is an electrical & underground utility contractor located in Moncton, New Brunswick. We are currently recruiting for the position of **Office Administrative/Accounts Receivable** at our Moncton location to assist our office team with various administrative functions such as the following.

### **Responsibilities:**

*The position responsibilities include but are not limited to the following:*

- Generating billing invoices & collections
- Always maintain polite and professional communication
- Processing customer payments
- Administration for our safety program
- Maintain filing systems
- Managing courier shipments & mail
- Manage office supplies
- Additional administration tasks as needed

### **Qualifications & Skills:**

- Knowledge of Microsoft Office is a requirement
- A combination of previous experience and/or a diploma in accounting is a definite asset
- Knowledge of Sage Accounting would be an asset, but not a requirement
- Basic understanding of business accounting would be an asset
- Ability to multi-task and adapt to a fast-changing work environment

- This position will be based on 30-40 hours weekly
- We offer excellent health care and retirement savings package
- Salary will commensurate with experience and/or education

**Please forward resume to:**

**Kelsey – [admin@roadwaysystems.com](mailto:admin@roadwaysystems.com)**

**and/or**

**Apply on our website: <https://roadwaysystems.com/>**

*Only successful candidates will be contacted for interview – Please no phone calls*