

Accounts Receivable Administrative Assistant

Due to our growth we are in search of a high energy AR Administrative Assistant to complement our Accounts Receivable team.

Responsibilities

General clerical duties including but not limited to:

- Responsible for the tonnage collection process
 - Contact vendors via phone and email to get tonnage information
 - Obtain tonnage information from vendor websites and portals
 - Monitor group email inbox daily to keep records up to date
 - Record weights as received, verifying accuracy of reported data
 - Share call lists with other team members to expedite the billing process
 - Set up new locations in Vendor portals
 - Maintain and update Tonnage contacts
- Assist with monthly billing process to ensure timeliness and accuracy
- Reconcile and record rebate payments as needed
- Order office supplies and monitor inventory
- Assist with onboarding new customers as needed
- Various other tasks as assigned by management team

Qualifications

High School Diploma with 2+ years of hands on administrative support experience

Good research skills and attention to detail

Proficiency in Adobe Reader, MS Excel and MS Outlook a must

Excellent written and verbal communication skills

Strong judgment and problem-solving skills

SharePoint experience a plus

Knowledge of NetSuite a plus

Job Type: Full-time

The ideal candidate will have excellent verbal and written communication skills, be self-motivated and able to work independently, and be organized and flexible. Persistent follow-up skills are essential. Must be PC proficient, including database management, email, and internet-based systems. Hourly Wage dependent on experience.