

A/R Administrator

Saskatoon



A MEMBER OF SIEMENS TRANSPORTATION GROUP INC.

Edge Transportation Services Ltd., a member of Siemens Transportation Group Inc., requires an A/R Administrator.

Responsibilities

- Print and record invoices from website
- Answer customer calls on account balances and invoices
- Adjust invoices as needed
- Audit and approve freight bills
- Post billing register and print invoices

Qualifications

- Excellent communication skills
- Excellent customer service skills
- Typing speed of 60 wpm
- Extensive knowledge of Microsoft Word, Power Point, Excel, and Access

To apply for this position:

**Mail: Corporate Head Office
Siemens Transportation Group Inc.
P.O. Box 7290
Saskatoon, SK S7K 4J2**

Fax: (306) 668-5849

Email: resumes@edgetransport.com

**We thank you for your interest.
Only those individuals selected for an interview will be contacted.**

“An Equal Opportunity Employer”