

Temporary Accounts Receivable Clerk Edmonton, AB

Hi-Tech Seals is an industrial seal, gasket, and rubber/plastic component manufacturer and distributor with a focus on providing superior value to our customers. We continually invest in new and innovative products, services, and equipment with the intention of helping our customers grow and prosper in an ever-changing world economy. Hi-Tech Seals offers a broad range of seals and sealing related products, including: O-rings, back-up rings, T-seals, wipers, rod and piston seals, u-cups, engineered thermoplastic seals, wear rings, vee packing, oil seals, braided packing, retaining rings, bonded seals, mechanical seals, custom molded and machined rubber and plastic components, cast urethane components, Tungsten Carbide components, ceramic components, threaded plugs, custom cut gaskets, spiral wounds, and ring type joint gaskets.

At Hi-Tech Seals our people are our competitive advantage. With over fifty in-house training courses, Hi-Tech Seals is committed to continual education of our employees in both a professional development & career growth manner. In addition, Hi-Tech Seals supports external training programs to help employees advance in their career.

This is a temporary position for approximately 3 to 6 months as needed. The Temporary Accounts Receivable Clerk is responsible for assistance to the Accounts Receivable Clerk with administrative and clerical services.

Essential Skills:

- Excellent interpersonal and communication skills
- Detail oriented with high level of accuracy
- Excellent organizational skills
- Fluent in English

Ability to deal with internal and external customers

Preferred Skills

- Proficient in DocFocus and MS Windows.

Responsibilities and Duties

- Receive and enter all daily cash receipts
- Reconciliation of customer accounts
- Customer collections
- Respond to customer account inquiries and questions
- Bank deposits
- Guidance and questions for all branches
- Credit reference checks
- Other duties as required





The successful candidate will be able to manage several projects simultaneously, can work independently, pay close attention to detail, has a proactive approach to completing the work to deadline, and is an enthusiastic team player.

Interested applicants should submit their application to Human Resources, Hi-Tech Seals Inc., 9211 – 41 Avenue, Edmonton, Alberta T6E 6R5; telephone 780.438.6055; email hr@hitechseals.com.

For more information on our company, visit our website at www.hitechseals.com.

