



JOIN OUR TEAM!

ACCOUNTS RECEIVABLE ADMINISTRATOR

WESTMAN COMMUNICATIONS GROUP is seeking applications from energetic, highly motivated individuals to become part of our team. Westman is a successful, fast-paced and dynamic organization, with a positive, team-oriented work environment. We offer competitive compensation including a comprehensive and unique benefits package. Leverage your knowledge with a local technology leader.

Key Responsibilities

- Maintaining accounts receivable, invoicing, receipts, credit and collections records for customer accounts
- Monitor customer accounts and notify debtors of overdue accounts and payments
- Prepare daily, weekly, monthly reports
- Maintain customer records and files
- Answer customer inquiries and provide information

Qualifications

- Previous experience in consumer collections, customer service, retail, sales or other service driven industry
- Advanced level in Excel and MS Word
- General accounting knowledge considered an asset
- Excellent interpersonal and communication skills
- Strong organizational skills and the ability to work independently and to multi-task
- Professional attitude, high level of integrity and ethical standards
- Must have a strong work ethic and thrive in a dynamic and continuously changing team environment

As an equal-opportunity employer, we encourage applications from all qualified individuals. While we thank each applicant for their interest, only selected candidates will be contacted.

Deadline for applications: 4:30PM on Friday, July 6, 2018

When applying for this position, ***please reference the position title in the subject line and/ or the body of the e-mail and/ or cover letter.***

Please submit your cover letter and resume to:

Human Resources Manager
Westman Communications Group
1906 Park Avenue
Brandon, MB R7B 0R9
E-mail: hr@westmancom.com



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