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General Help

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General Help

UNILOCK® Invoicing / Accounting Assistant

Unilock is an innovative leader in the manufacturing of the highest quality concrete products for the professional landscape and construction industry in North America.

We currently have an opening in our Georgetown, Ontario location for an **Invoicing/Accounting Assistant**.

The ideal candidate will be a detail-oriented team player with strong written and verbal communication skills. Strong interpersonal skills are necessary to deal effectively with multiple departments, customers and vendors.

The main responsibilities of this position are, but not limited to:

- Entering, posting and reconciling batches of invoices
- Researching and resolving pricing adjustments with sales representatives and dealers
- Verify product deficiency claims have appropriate approvals
- Assist in month end and year-end processing and reporting
- Other duties and responsibilities as assigned or required

Qualifications

- 2 or more years accounting experience
- Preference given to candidates with previous experience using Microsoft Dynamic NAV system
- Intermediate level Microsoft Excel, Word and Outlook skills

Compensation Package

Unilock offers a competitive salary, an employer match pension plan, and a comprehensive benefit package.

To Apply

If you are interested in a challenging position, and pursuing a career in a fast paced accounting environment, we'd like to hear from you.

Please email your resume to: **AccountingGT@unilock.com**

We thank all applicants for their interest, but due to the volume of applicants, only those selected for an interview will be contacted.

Office/
Administration

Office/
Administration

HIRING RECEPTIONIST

Full-Time, Permanent, M - F, 9 - 5.
Friendly with excellent communication skills to greet customers, data entry, book travel etc, lots of variety! James Snow and Steeles area, 2 minutes from 401.
No automotive knowledge necessary.

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vicki@legendarymotorcar.com



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