



Job Posting

August 10, 2011

Job Description: Accounts Receivable Specialist

The Garage Door Depot is Canada's largest and fastest growing garage door sales, service and installation company.

We need Top Quality people to join our team and have an immediate opening for a Part Time ACCOUNTS RECEIVABLE SPECIALIST

The right candidate will:

- be self-motivated, professional & energetic
- must have previous AR/Collections experience
- must be a proven top performer
- must have great customer service & communication skills
- read, write & speak English (fluent)
- fully functional in MS Office applications
- experience with QuickBooks or other accounting packages

We offer:

- part time hours to start (approx. 24hrs per week) growing to full time for the right candidate
- access to company benefit plan
- clean and professional work environment
- training as required
- great career advancement opportunities

If this sounds like a great opportunity to you, reply to this advertisement with your resume using the online form at www.garagedoordepot.ca/jobs-careers/ or email your resume to info@garagedoordepot.ca

We thank all applicants however only those we wish to interview will be contacted.