

**Position:** Contract and Billing Clerk

**Location:** Caledon, ON

**Wage:** \$25/hr

**Description...**

Temporary Assignment: 8-10wks

Day Shift: 8am - 430pm

Skill Requirements:

- Microsoft Office + Advanced Excel
- Comprehension of Pricing Contracts and Signed Agreements
- Multitasking skills
- Excellent English, listening and communication skills (verbal and written)
- Can work well under pressure with tight deadlines.
- Load new Client information into Contract Format
- Work with Sales Rep to gather all pertinent information
- Enters all activities into either J&E or Profield Software
- Monitors all Material activities until Close of project
- Responsible for Billing, Credits, Debits and Final Invoicing
- Knowledge of Hi-Rise Construction Equipment, i.e Scaffolding and Formwork