

Job Description:

Administrative and Billing Assistant

SYNERGEX CORPORATION

Job Type: Fulltime
Location: Mississauga, ON, CANADA
Job Category: Logistics
Contact Email: jobs@syx.ca
Experience: minimum 6 months to 2 years

Description:

Synergex is one of Canada's leading commercial services companies, providing complete supply chain information technology and other businesses in the international marketplace. Synergex is a public company, trading on the TSX under the symbol "SYX". Synergex is a customer-focused company, headquartered in Mississauga, Ontario, and employs over 175 people.

We are looking for intelligent, enthusiastic individuals capable of responding to a demanding work environment to join our team. Candidates will find many opportunities for professional growth with Synergex.

The successful candidate must:

- Results driven and is persistent in meeting day to day challenges
- The ability to multi-task in an intense, fast-paced, high-energy, environment
- Possess exceptional verbal and written communication skills
- Demonstrate confidence as a performer and a team player
- Be proficient in MS Office

Responsibilities:

- Ability to decipher and process all shipping paperwork by sorting, scanning, and entering into our billing system
- Assisting customers with missing paperwork and questions regarding freight charges
- Review and understand account invoicing for particular customers, along with completion of daily billing
- Audit of freight bills
- Follow-up with carriers for PODS
- Tracking and tracing of FTL, LTL and small package shipments
- Ability to look at cost-saving measures utilizing appropriate carriers based upon weight, dimensions, and destinations
- Assisting team members with preparation of quotes
- Perform a variety of internet research functions and use of word processing, spreadsheets and presentation software
- Duties also include fielding telephone calls and assisting in customer inquiries
- Prime for ordering office supplies for the team
- Sorts and distributes mail

Upon joining this team, you'll be surrounded by people who are passionate about what they do. Synergex is committed to helping its customers become more profitable and competitive, and empower their workforces to be more effective and productive. We are seeking individuals who are committed to innovation, creativity and leadership.