



Hallmark

Position: Coordinator, Invoicing
Location: Calgary, Alberta

Key Responsibilities:

As an integral member of the Finance team, the Invoicing Coordinator is responsible for performing a variety of invoicing and order processing duties following established company procedures. Key responsibilities will include:

- Processing of sales invoices and purchase orders
- Auditing Sales Files
- Regular filing & collating of documents
- Photocopying & Scanning
- Performing basic calculations as necessary
- Processing standard forms
- Effective communications with internal customers
- Any other miscellaneous duties as required

Education & Experience:

- Minimum Grade 12 education or equivalent
- Entry level position for someone motivated to pursuing a career in accounting or sales
- Proficient understanding and use of computer applications, particularly with Microsoft Office applications
- Experience in Navision an asset
- Strong organizational skills required with an emphasis on detail, also proven success in showing initiative and being proactive with day to day responsibilities
- Good verbal and written communication skills
- Capable of utilizing interpersonal skills very effectively in coordinating administrative tasks
- Team player - understands values and respects the different approaches and styles individuals bring to the workplace. Uses interpersonal skills very effectively in coordinating administrative tasks. Understands the importance of contribution within a team and individuals that make up a team
- Demonstrates the ability to effectively manage their time

A career at Hallmark is demanding, but also rewarding. Our training programs are designed with employee development and growth in mind, and our benefits and compensation programs are recognized are considered more than competitive and adaptable to meet the needs of our employees.

To apply for this job, please send your resume to careers@hallmarksolutions.ca