

Billing Clerk (Part Time)

RPC is a research and technology organization (RTO), with the core mission to harness science and technology in the service of innovation, and to build economic competitiveness. In business since 1962, we serve over 1000 clients annually from our locations in Fredericton, Moncton, and St. George, New Brunswick.

We have an immediate opening for a **Billing Clerk** in our Fredericton Office. This will be a part time position with guaranteed 20 hours/week.

The work consists of preparing and issuing billing for clients using our mechanized billing system. It will be a high paced, high volume, repetitive assignment.

SKILLS/QUALIFICATIONS:

- Graduate of an office administration/management program, post-secondary program or other related field
- A minimum of 1 year of experience office administration
- Working knowledge in accounting
- Skilled in business English for writing, proof reading and editing correspondence and documents
- Proficient computer skills including MS Office (Word, Excel, Outlook), Internet searches, document scanning, and working with PDF formatted documents
- Customer service focus
- Excellent communication skills
- Discreet, professional, highly organized and calm under pressure
- High attention to detail
- Trouble-shooting and problem-solving skills.

The hourly wage range is \$16-\$18 per hour depending on education and experience. 4 hours/day can be worked within the 8:15 to 4:30 workday. Opportunity for increased hours may present during busy billing periods and/or to cover for others who are out. Work at home may be available once proficiency is attained.

TO APPLY

Please email a cover letter and resume quoting position #ADMIN0822 to careers@rpc.ca, no later than **August 26, 2022**.

While we thank all applicants for their interest, only those selected for an interview will be contacted.

RPC is committed to the principle of employment equity and diversity.

rpc

SCIENCE & ENGINEERING

www.rpc.ca

