



## INVOICING COORDINATOR

RBI is a quality electrical and communication services firm, helping clients with our expertise in industrial maintenance, commercial construction, network cabling, VOIP telephony and design build.

As the Accounts Payable Coordinator you will:

- *Process invoices timely and accurately for the entire organization;*
- *Compiles and processes information such as costs and selling prices;*
- *Interact with customers to answer questions, and resolve disputes;*
- *Keeps accurate records to prepare and submit billing invoices.*

As the ideal, successful candidate you will have:

- *3+ years of previous invoicing experience, construction field a plus;*
- *Strong Excel, Word, Outlook and ERP software experience;*
- *Superior organizational and demonstrated time management skills.*

To join our growing team submit cover letter and resume to:

✉ [careers@rbigroup.net](mailto:careers@rbigroup.net)



ONTARIO

ALBERTA

NEVADA

CALIFORNIA