

# Netchem Inc.

## Accounting Administrator & Customer Service

### About Us

Netchem is a privately-owned, Brantford based organisation supplying specialty chemical raw materials to a variety of markets across North America. We are a small business, with each member of our team focused on working to achieve the success of the business. Our office is collaborative, 'open-door' and provides a positive workspace.

### About You

You are a detail-oriented individual who makes sure the job is done right the first time. You are comfortable working with numbers. You are willing to take on new tasks and to work on a variety of projects to support the business.

### Requirements

- Professional written communication skills
- Detail-oriented and accurate
- Comfortable using different computer programs including Microsoft Office (especially excel) and an AP system
- Strong basic math skills

### 'Nice-to-have'

- Experience using AP systems
- Experience with document transcription
- Experience in quality control
- College or University degree

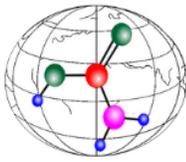
### This Job Involves ...

**Objective** – to keep accurate company records including working with subledgers, reconciling financial transactions and transcribing and creating documents. This job supports various aspects of the business including sales, accounting, administration and quality control.

### Skills & Responsibilities

#### *Quality Control*

- Inspection and release of product, specifications, and labelling
- Quality inspection and reporting



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## *Communication*

- Written and oral communication skills – you will be following up with customers on overdue invoices by email and phone

## *Data Entry*

- Entering accounts payable in subledger and setting up cheque runs
- Filling accounts receivable and accounts payable as required
- Reconciliation of wire payments

## *Administrative*

- Making bank deposits 2-3 times per week
- Monitor office supplies and order as needed
- Reception coverage
- Chemical sample packaging and shipping

## *Sales Support*

- Prepare freight quotes and import costs and communicate to sales
- Transcribing and creating technical documents

## **You can expect to...**

Interact with several different aspects of the business.

Hold responsibility for accurate company records.

Have the opportunity to work long-term at a company that is focused on the satisfaction of its employees.

## **How do I apply?**

Please send your resume and a brief cover letter detailing why you are a fit for the position to [hiring@netcheminc.com](mailto: hiring@netcheminc.com).