

## Billing Administrator

*Anything. Possible.*

NorLand Limited consists of 15 specialized businesses working as one team towards common goals. We have the unique ability to undertake complex, multi-faceted public and private sector projects within a single contract. Our businesses make **Anything. Possible.** for over 65 years!

We are currently seeking an individual with exceptional attention to detail and a background in billing/invoicing in the construction sector to fill the role of **Billing Administrator**. The **Billing Administrator** will be responsible for the billing of completed work orders in an accurate and timely manner, assisting with data entry and performing other administrative duties as needed.

### **Key Responsibilities:**

- Generates invoices upon receipt of completed work orders for all jobs
- Coordinate the billings of completed work orders with Project Coordinator
- Assist in data collection to support the billing of completed work orders
- Obtain revised purchase orders from customers when necessary
- Verify job, equipment, and hours of work, etc. for field staff when necessary
- Perform administrative duties such as data entry, filing and record management, photocopying, mailings, form letters, etc.
- Provide administrative support services, as necessary

### **Qualifications:**

- 3 to 5 years' billing/bookkeeping experience in a construction environment
- Professional Bookkeeper Certificate
- Excellent communication skills
- Attention to detail and accuracy in data entry
- Proficient in MS Office (Word, Excel, Outlook)
- Outstanding time management, prioritization, multitasking, and organizational skills

*NorLand Limited is committed to equity, diversity, and inclusion in our recruitment and hiring practices.*