



CGL Manufacturing is a prime manufacturer of machined parts, components, weldments, fabrication, and complete assemblies of the highest quality. We will work towards offering the highest quality through a strong lean orientation and outstanding customer relations, both internally and externally, in everything we do. Nothing supersedes this overall goal.

JOB DESCRIPTION: Accounts Receivable/Receptionist

REPORTING TO: Controller

POSITION SUMMARY: This role incorporates high levels of knowledge and greater latitudes of responsibility as the successful candidate must provide excellent customer service by serving as first point of contact for customers and office visitors. This position also includes invoicing, AR collections, data entry, managing phone calls and other duties as assigned.

PRIMARY RESPONSIBILITIES:

- Provide a welcoming first impression of CGL by receiving and screening all incoming calls and greeting visitors in a professional and courteous manner
- Process invoices and other finances, track monthly budget reports, assist with expense reports identify and track any discrepancies.
- Print and distribute Customer invoicing
- Manage all Customer Accounts Receivables and follow up on past due accounts
- Post bank deposits and enter Accounts Receivable payments
- Verify EDI transmissions
- Responsible for maintaining inventory of office supplies and managing incoming and outgoing deliveries
- Administer and maintain company documentation and policies related to front office procedures
- Assist in New Employee On-Boarding and orientation activities
- Plan and coordinate organizational activities and events
- Prepare and coordinate materials and communications required for meetings, including creation of PowerPoint presentations and support materials
- Coordinate, pick up and deliver documents as required
- Assist and complete other tasks as requested

DESIRED EXPERIENCE / QUALIFICATIONS:

- Must have 2+ years' experience in a comparable role
- Demonstrated experience coordinating logistics, invitations and schedules for events and meetings involving internal members and external partners.
- Proficient in the use of Microsoft Office (Word, Excel, Outlook, PowerPoint) and ability to learn new software programs quickly.
- Basic understanding of Accounting.
- Proven organizational, administrative and multi-tasking skills.
- Must have ability to work flexible hours to meet the evolving job demands & priorities to ensure completion of work; to change priorities as the need arises; to work independently with minimal supervision
- Ability to handle confidential information and demonstrate a high level of discretion.
- Must have valid driver's license and own vehicle.

OTHER PREFERRED SKILLS:

- Self-driven with the ability to work independently as well as being a team player
- Excellent interpersonal skills including tact, diplomacy and patience; sound judgment and demonstrated professionalism are required to effectively carry out the requirements of the position.
- Ability to multi-task in a fast-paced environment while maintaining accuracy
- Excellent written and verbal communication skills, able to compose documentation that is clear, well-organized and concise.

HEALTH AND SAFETY RESPONSIBILITIES:

- Follow policies and procedures put in place for employee safety and in compliance to the OHSA
- Ask supervisor if unsure of task or duty assigned
- Report unsafe conditions and potential hazards to supervisor
- Wear and maintain proper PPE required for the task
- Do not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct
- Do not use or operate any equipment or work in a way that may endanger any worker
- Report any hazards or contraventions of the OHSA