



Administration and Invoicing Assistant

Position Title: Administration & Invoicing Assistant

Position Type: Full-time (Up to 37 hours per week)

Term: Until December 31, 2025 with a possibility of becoming permanent

Wage: Competitive wages start between \$22 - \$26 per hour based on professional experience, education, and personal qualities

Posting Summary:

Are you a detail-oriented, trustworthy, and accountable person interested in a rewarding part-time career? If so, we are looking for YOU!

Our agency with 200+ staff members requires an experienced administration support person

Qualifications:

- Experience with Quickbooks is preferred
- Have a very high attention to detail
- Be responsible, trustworthy, accountable and reliable
- Ability to assist with semi-monthly payroll process
- Experience with data entry
- Basic accounting math skills
- Experience with Excel
- Advanced computer literacy and experience with Google Suite.
- Experience with CRM
- Experience with Accounts Receivable processes
- Access to working home environment that includes privacy and reliable internet
- Excellent communication skills (both verbal and written)
- Independent, self-motivated, and disciplined with a strong work ethic
- Yet also talented at collaborating, taking instruction and feedback from others, and working effectively as a team
- Strong problem solving skills and excellent time-management skills are an asset

In addition to the qualifications listed above, we are looking for a positive, self-motivated individual who can work efficiently and independently from a home-based office with minimal supervision following in-person training. The ideal candidate will be a proactive team player who is professional, highly organized, detail-oriented, and resides in British Columbia.

Applicants must have a flexible schedule that may include occasional weekends, statutory holidays, and a combination of in-person and remote work.

Starting wage from \$22 - \$26 per hour depending on experience, personality and fit with the rest of the team.

Apply today!

www.pivotpoint.ca/apply-now