

May 12, 2004

New Brunswick Careers

ExxonMobil
Business Support Centre Canada

Back

Previous



Next

Investment Specialist (Moncton)

The following position on our Contracts Team will close on May 29, 2004 and Kelly Services will be accepting resumes on our behalf for the duration. Please apply early, and please include the job code in your cover letter!

The ExxonMobil Business Support Centre in Moncton is seeking qualified candidates to fill the following career position in our growing centre.

Investment Specialist (Moncton) - Job Code: MFMW2-7-CB

Travel Note: For this position, new hires must be willing and able to spend 6-weeks in the United States to train for their new job. They will also need passports to cross over the US border.

Job Description

The Investment Specialist will review, and within a specified time frame, accurately process requests associated with Distributor Marketing Assistance Programs. The incumbent will also administer changes to projects and ensure compliance of program guidelines.

Shift Flexibility

Core hours are from 8:00AM - 8:00PM, all candidates should be able to work an 8-hour shift that will be assigned within the core hours.

Requirements

- *Post-secondary diploma required, business focus*
- *2 yrs work experience preferred*

If you are interested in a rewarding career with the ExxonMobil Business Support Centre, that offers growth in a dynamic and collaborative atmosphere, please send your resume, quoting a job code, in confidence to our recruiter:

Kelly Services

Suite 130 - 633 Main Street

Moncton, NB, E1C 9X9

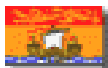
Fax 506 383 2946

Email ouellka@kellyservices.com



Kelly Services is assisting in the selection process. Successful candidates will be offered career employment with the ExxonMobil Business Support Centre.

*The ExxonMobil Business Support Centre is committed to providing equitable treatment and equal opportunity to all individuals. We thank all those for applying, however **ONLY** those candidates selected for interviews will be contacted.*



May 12, 2004

New Brunswick Careers

ExxonMobil
Business Support Centre Canada

Back

Previous



Next

Contracts Specialist (Moncton)

The following position on our Contracts Team will close on May 29, 2004 and Kelly Services will be accepting resumes on our behalf for the duration. Please apply early, and please include the job code in your cover letter!

The ExxonMobil Business Support Centre in Moncton is seeking qualified candidates to fill the following career position in our growing centre.

Contracts Specialist (Moncton) - Job Code: MFMW2-5-CB

Travel Note: For this position, new hires must be willing and able to spend 6-weeks in the United States to train for their new job. They will also need passports to cross over the US border.

Job Description

The Contracts Specialist will act as the initial contact and administrator of new and existing contracts for large business accounts. The incumbent will also maintain contract and marketing retail network database integrity.

Shift Flexibility

Core hours are from 8:00AM - 8:00PM, all candidates should be able to work an 8-hour shift that will be assigned within the core hours.

Requirements

- *Post-secondary diploma required, business focus*

- 2 yrs work experience preferred

If you are interested in a rewarding career with the ExxonMobil Business Support Centre, that offers growth in a dynamic and collaborative atmosphere, please send your resume, quoting a job code, in confidence to our recruiter:

Kelly Services

Suite 130 - 633 Main Street

Moncton, NB, E1C 9X9

Fax 506 383 2946

Email ouellka@kellyservices.com



Kelly Services is assisting in the selection process. Successful candidates will be offered career employment with the ExxonMobil Business Support Centre.

*The ExxonMobil Business Support Centre is committed to providing equitable treatment and equal opportunity to all individuals. We thank all those for applying, however **ONLY** those candidates selected for interviews will be contacted.*



May 12, 2004

New Brunswick Careers

ExxonMobil
Business Support Centre Canada

Back

Previous



Next

Customer Collections Specialist (Moncton)

The following position on our Customer Account Management Team will close on May 29, 2004 and Kelly Services will be accepting resumes on our behalf for the duration. Please apply early, and please include the job code in your cover letter!

The ExxonMobil Business Support Centre in Moncton is seeking qualified candidates to fill the following career position in our growing centre.

Customer Collections Specialist (Moncton) - Job Code: MFMW2-1-CB

Travel Note: For this position, new hires must be willing and able to spend 6-weeks in the United States to train for their new job. You will also need a passport to cross over the US border.

Job Description

The Customer Collections Specialist will manage, collect and reconcile Distributor's Account Receivable. The incumbent will also be proficient at inquiry resolution and problem solving in a Customer Service Centre environment.

Shift Flexibility

Core hours are from 8:00AM - 8:00PM, all candidates should be able to work an 8-hour shift that will be assigned within the core hours.

Qualifications

- Post-secondary technical diploma

Requirements

- *Post-secondary diploma required, business focus*
- *Work experience required*

If you are interested in a rewarding career with the ExxonMobil Business Support Centre, that offers growth in a dynamic and collaborative atmosphere, please send your resume, quoting a job code, in confidence to our recruiter:

Kelly Services

Suite 130 - 633 Main Street

Moncton, NB, E1C 9X9

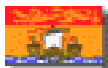
Fax 506 383 2946

Email ouellka@kellyservices.com



Kelly Services is assisting in the selection process. Successful candidates will be offered career employment with the ExxonMobil Business Support Centre.

*The ExxonMobil Business Support Centre is committed to providing equitable treatment and equal opportunity to all individuals. We thank all those for applying, however **ONLY** those candidates selected for interviews will be contacted.*



May 12, 2004

New Brunswick Careers

ExxonMobil
Business Support Centre Canada

Back

Previous



Next

Customer Data Administrator (Moncton)

The following position on our Contracts Team will close on May 29, 2004 and Kelly Services will be accepting resumes on our behalf for the duration. Please apply early, and please include the job code in your cover letter!

The ExxonMobil Business Support Centre in Moncton is seeking qualified candidates to fill the following career position in our growing centre.

Customer Data Administrator (Moncton) - Job Code: MFMW2-2-CB

Travel Note: For this position, new hires must be willing and able to spend 6-weeks in the United States to train for their new job. They will also need passports to cross over the US border.

Job Description

The Customer Data Administrator will be responsible for establishing, maintaining and updating critical account information on our SAP system and related website portal. The incumbent will also provide accurate reports of data to internal and external customers.

Shift Flexibility

Core hours are from 8:00AM - 8:00PM, all candidates should be able to work an 8-hour shift that will be assigned within the core hours.

Requirements

- *Post-secondary diploma desired*

- *Some work experience desired*

If you are interested in a rewarding career with the ExxonMobil Business Support Centre, that offers growth in a dynamic and collaborative atmosphere, please send your resume, quoting a job code, in confidence to our recruiter:

Kelly Services

Suite 130 - 633 Main Street

Moncton, NB, E1C 9X9

Fax 506 383 2946

Email ouellka@kellyservices.com



Kelly Services is assisting in the selection process. Successful candidates will be offered career employment with the ExxonMobil Business Support Centre.

*The ExxonMobil Business Support Centre is committed to providing equitable treatment and equal opportunity to all individuals. We thank all those for applying, however **ONLY** those candidates selected for interviews will be contacted.*



May 12, 2004

New Brunswick Careers

ExxonMobil
Business Support Centre Canada

Back

Previous



Next

Disbursement Specialist (Moncton)

The following position on our Contracts Team will close on May 29, 2004 and Kelly Services will be accepting resumes on our behalf for the duration. Please apply early, and please include the job code in your cover letter!

The ExxonMobil Business Support Centre in Moncton is seeking qualified candidates to fill the following career position in our growing centre.

Disbursement Specialist (Moncton) - Job Code: MFMW2-6-CB

Travel Note: For this position, new hires must be willing and able to spend 6-weeks in the United States to train for their new job. They will also need passports to cross over the US border.

Job Description

The Disbursement Specialist will be responsible for disbursing and amortizing funds for various Distributor and Marketing Assistance programs. The incumbent will also ensure monthly reconciliation of 8 General Ledgers, interface with external auditors and assist with related inquiries.

Shift Flexibility

Core hours are from 8:00AM - 8:00PM, all candidates should be able to work an 8-hour shift that will be assigned within the core hours.

Requirements

- *Post-secondary diploma required, business focus*
- *2 yrs work experience preferred*

If you are interested in a rewarding career with the ExxonMobil Business Support Centre, that offers growth in a dynamic and collaborative atmosphere, please send your resume, quoting a job code, in confidence to our recruiter:

Kelly Services

Suite 130 - 633 Main Street

Moncton, NB, E1C 9X9

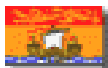
Fax 506 383 2946

Email ouellka@kellyservices.com



Kelly Services is assisting in the selection process. Successful candidates will be offered career employment with the ExxonMobil Business Support Centre.

*The ExxonMobil Business Support Centre is committed to providing equitable treatment and equal opportunity to all individuals. We thank all those for applying, however **ONLY** those candidates selected for interviews will be contacted.*



May 12, 2004

New Brunswick Careers

ExxonMobil
Business Support Centre Canada

Back

Previous



Next

Distributor Image Specialist (Moncton)

The following position on our Contracts Team will close on May 29, 2004 and Kelly Services will be accepting resumes on our behalf for the duration. Please apply early, and please include the job code in your cover letter!

The ExxonMobil Business Support Centre in Moncton is seeking qualified candidates to fill the following career position in our growing centre.

Distributor Image Specialist (Moncton) - Job Code: MFMW2-3-CB

Travel Note: For this position, new hires must be willing and able to spend 6-weeks in the United States to train for their new job. They will also need passports to cross over the US border.

Job Description

The Distributor Image Specialist will be responsible for processing quarterly incentive credits for the Distributor Image program. Additionally, this person facilitates Speedpass charges and incentive credits for Distributor Served Dealers coming onto the Speedpass program.

Shift Flexibility

Core hours are from 8:00AM - 8:00PM, all candidates should be able to work an 8-hour shift that will be assigned within the core hours.

Requirements

- *Post-secondary diploma desired*
- *Some work experience desired*

If you are interested in a rewarding career with the ExxonMobil Business Support Centre, that offers growth in a dynamic and collaborative atmosphere, please send your resume, quoting a job code, in confidence to our recruiter:

Kelly Services

Suite 130 - 633 Main Street

Moncton, NB, E1C 9X9

Fax 506 383 2946

Email ouellka@kellyservices.com



Kelly Services is assisting in the selection process. Successful candidates will be offered career employment with the ExxonMobil Business Support Centre.

*The ExxonMobil Business Support Centre is committed to providing equitable treatment and equal opportunity to all individuals. We thank all those for applying, however **ONLY** those candidates selected for interviews will be contacted.*



May 12, 2004

New Brunswick Careers

ExxonMobil
Business Support Centre Canada

Back

Previous



Next

Trademark Specialist (Moncton)

The following position on our Contracts Team will close on May 29, 2004 and Kelly Services will be accepting resumes on our behalf for the duration. Please apply early, and please include the job code in your cover letter!

The ExxonMobil Business Support Centre in Moncton is seeking qualified candidates to fill the following career position in our growing centre.

Trademark Specialist (Moncton) - Job Code: MFMW2-4-CB

Travel Note: For this position, new hires must be willing and able to spend 6-weeks in the United States to train for their new job. They will also need passports to cross over the US border.

Job Description

The Trademark Specialist will be responsible for administering Trademark process by verifying accuracy, sending approval, denial or extension notification to appropriate parties. The incumbent will also efficiently track and log information to ensure monthly report deadlines are met.

Shift Flexibility

Core hours are from 8:00AM - 8:00PM, all candidates should be able to work an 8-hour shift that will be assigned within the core hours.

Requirements

- *Post-secondary diploma desired*
- *Some work experience desired*

If you are interested in a rewarding career with the ExxonMobil Business Support Centre, that offers growth in a dynamic and collaborative atmosphere, please send your resume, quoting a job code, in confidence to our recruiter:

Kelly Services

Suite 130 - 633 Main Street

Moncton, NB, E1C 9X9

Fax 506 383 2946

Email ouellka@kellyservices.com



Kelly Services is assisting in the selection process. Successful candidates will be offered career employment with the ExxonMobil Business Support Centre.

*The ExxonMobil Business Support Centre is committed to providing equitable treatment and equal opportunity to all individuals. We thank all those for applying, however **ONLY** those candidates selected for interviews will be contacted.*