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Billing Error Specialist (Moncton)

The following position in our Fuels Marketing department will be open until July 21st, 2004 and Kelly Services will be accepting resumes on our behalf for the duration. It is important that you apply early, and please include the job code in your cover letter!

Billing Error Specialist (Moncton) - JOB CODE: MW4-1-CB

Job Description

The Billing Error Specialist will be responsible for monitoring and resolution of eight reports for documents that have not been successfully billed. The incumbent will educate users to assist in reduction of error/edits.

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 diploma in accounting desired
- Work experience required

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.

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:

Suite 130 633 Main Street
Moncton, NB, E1C 9X9
Fax 506 383 2946
Email ouellka@kellyservices.com

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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.

EMBSCC ExxonMobil Business Support Centre Canada ULC may use your application to consider your suitability for other positions in ExxonMobil Business Support Centre Canada ULC or may disclose your application to any other ExxonMobil company operating in Canada or Imperial Oil Limited so that such company may consider your suitability for positions with it.



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Invoice Correction Specialist (Moncton & Saint John)

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Invoice Correction Specialist (Moncton & Saint John) - JOB CODE MSJW4-3-CB

Job Description

The Invoice Correction Specialist will process billing corrections and inquiries for deliveries originating out of 28 terminals.

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 diploma desired
- Work experience desired

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Reconciliation & Collection Specialist (Moncton & Saint John)

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Reconciliation & Collection Specialist (Moncton & Saint John) - JOB CODE MSJW4-5-CB

Job Description

The Reconciliation & Collection Specialist will manage collection, reconciliation, and maintenance of existing and terminated small business accounts in a Customer Service Centre Environment. Assist with internal and external customer 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.

Qualifications

- Post-secondary diploma desired
- Work experience desired
- Collections experience desired

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.

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Dealer Inquiry Management Specialist (Moncton & Saint John)

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Dealer Inquiry Management Specialist (Moncton & Saint John) - JOB CODE MSJW4-2-CB

Job Description

The Inquiry Management Specialist will manage incoming calls in areas of inquiry resolution and problem solving for Dealer/Distributor, Industrial & wholesale and Billing Inquiries. The incumbent will also be responsible for various administrative support activities.

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 diploma desired
- Work experience desired

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.

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Contract Specialist (Moncton & Saint John)

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Contract Specialist (Moncton & Saint John) - JOB CODE MSJW4-6-CB

Job Description

The Contract Specialist for Dealers will be the initial contact and administrator of new and existing contracts for small businesses. 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.

Qualifications

- Post-secondary diploma desired
- Work experience desired

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.

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Compliance Specialist (Moncton)

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Compliance Specialist (Moncton) - JOB CODE: MW4-7-CB

Job Description

The Compliance Specialist will provide administrative and compliance support for Customer Service and Fuels Marketing Retail Business including payables, payroll, fleet and delivery administration.

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 diploma in accounting desired
- Work experience required

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.

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