



## Client Services Administrator

### The Opportunity

This is a great opportunity for someone looking to grow their career – at FMI you won't be just a cog in the wheel, you'll be an important part of a great team. Working at a rapidly expanding company means you'll have plenty of interesting challenges.

Our Values emphasize relationships as the key to FMI's success to-date and our future growth, and our team works together to provide our partners with an exceptional experience.

This role is perfect for someone who likes to directly engage clients and vendors and is driven by excellence in the execution of day to day tasks.

This is your chance to make your mark in a role with lots of variety, flexibility, and autonomy.

### You Want To Do This

You are looking to apply your customer service skills in a 3rd party multi-client warehousing and distribution company.

You want to work with interesting, goal-oriented, and motivated people that are appreciative of what you bring to the table and are always supportive of your success.

You want to drive change, and improve processes and procedures.

You want to be part of a team delivering exceptional logistics and providing sound supply chain solutions.

You want to be the primary connection between our clients and our business.

You want to be a part of growing company in a growing industry with lots of opportunities.

### You Know These Things Already

In your career you have been in a customer-facing role.

You probably have experience in a fast-paced environment where clients rely on you daily to ensure timely processing of their requests and provide various status updates.

You have relevant experience in customer service, data entry, inventory management and problem-solving.



### **Client Services Administrator**

You'd stand out if you already understand how warehousing and 3PL companies operates, familiar with some warehouse management system.

You are comfortable using Microsoft office tools like Outlook, MS Word, MS Excel and MS PowerPoint.

You have very strong client-focused service skills and you like working in a team to accomplish set goals.

You know what it takes to identify what task is critical, important or necessary, and posses the ability to prioritize tasks appropriately.

You're a fast learner and your talents are aligned with the company's values.

You're an innovative thinker and able to come up with new and useful ideas.

Your ability to independently manage various accounts, and to react and adjust to change with ease will make you perfect for this job.

### **You Should Know This About The Job**

You'll report directly to the Operations Manager of our Warehousing and Distribution Group and have their support.

As a member of the warehousing and distribution group, you will be well-compensated.

Along with your salary, you'll have some performance bonus perks.

You'll have plenty of incentives to continue learning and growing your skills through our Education Re-imbusement program.

You can take advantage of the Annual Family Benefit to use for community or recreational memberships.

Working at a rapidly expanding company means you'll have plenty of interesting assignments, lots of diverse challenges, and opportunities for career growth.

You'll mainly work at one of our offices in SE Calgary. No need to pay for parking or public transport – parking is free and right beside the building.

We care about outcomes and we like people who are results-driven. We like creative problem-solvers and curious people.

### **Are You A Good Fit?**

## FMI LOGISTICS – JOB POSTING



### **Client Services Administrator**

Think you've got what it takes? Are you ready to join a great team?

We're ready to hire the right person immediately.

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This is your chance to see the future and work closely with the Accounting Team and Business Unit Teams to ensure all vendor transactions are managed efficiently and timely.

This role is perfect for someone who likes to creatively strive for success and is driven by excellence in the execution of those plans.

This is your chance to make your mark in a role with lots of variety, flexibility, and autonomy.

Performance Incentives mean you'll be a key member of the Accounting Team. As an Accounts Payable Coordinator, you will enjoy meaningful growth in your accounting or administrative career towards longer term career growth, this is your chance to become invested in your career and influence our growth for the long-term.

### **You Want to Do This**

You want to work with a great team and expand your skills.



### **Client Services Administrator**

You are looking to contribute your expertise in accounts payable –setting up and maintaining vendors, verifying coding and entering vendor invoices, ensuring appropriate approvals, producing two cheque runs per month and any quick payments required, continuous improvement, and team development.

You want to contribute to the FMI Logistics Finance team and our strategic business planning. You want to drive change and improve processes and procedures.

Outside of the box thinking is your skill and executing is your passion.

You like supporting operational personnel and intimately learning the business.

You want to work with interesting, loyal, and motivated people.

Explore and identify new strategies to more efficiently deliver any and all accounting services.

### **You Know These Things Already**

In your career you have been a solid, consistent performer. You have five or more years of direct experience in accounts payable.

You have relevant experience in integrated accounting systems.

You have a high school diploma and possibly more, concentrating on administrative or accounting skills.

Your use and skill with Excel is at least an intermediate level, using look-up and pivot table functionality.

You will stand out if you already understand Freight Management and/or multi-client warehousing, and third-party logistics specifically.

You're really good with employees and vendors/partners alike. You have very strong client-focused service skills.

You're an innovative thinker and able to come up with new and useful ideas.

Your ability to independently manage a number of competing priorities at the same time, and to react and adjust to change with ease will make you perfect for this job.

### **You Should Know This About the Job**

You'll report directly to the Controller and have their support.

As a member of the Accounting Team, you will be well-compensated. Along with your salary, you'll have a Performance Incentive component.

You'll have plenty of incentives to continue learning and growing your skills through an Education Re-imbursement program and our support.

You can take advantage of the Annual Family Benefit to use for community or recreational memberships.



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