



Fire Safety Solutions Canada Ltd. is looking for candidates to perform the following duties:

Finance Admin:

Location: Onsite - 30 Macintosh, Unit #1, Concord ON, L4K 4P1

Finance Admin Mission:

To ensure that all operations administration processes are followed and boxes are checked prior to executing work in order to deliver critical information to the field and to our clients for business process and execution.

Deliverables:

1. Ensure jobs submitted by the sales team are entered within 24 hours of being sent to the orders inbox
 - a. Review orders inbox daily to ensure orders are entered within 24 hours of submission
 - b. Flag all new orders that require job handover meetings & track to ensure these meetings are taking place. Present list to Finance supervisor prior to management meeting on Wednesdays at 9 am
2. Ensure all billing is reviewed daily for the last 10 business days of the month
 - a. Assist the Finance Supervisor in reviewing and confirming the completion of jobs
3. Assist sales manager with customer service-related matters - achieve 8/10 customer service score
 - a. Ensure reports received from field technicians are submitted to the customer within 1 week from date of completion
 - b. Ensure close-out documents (warranty, NFPA, VI, etc.) are submitted to contractors in a timely manner, once approval has been received from Finance Supervisor
4. Ensure accuracy between the report database and Smart Service
 - a. Daily review & update database to accurately reflect reports that have been submitted
 - b. Prepare outstanding reports action list to present during Thursday morning meeting
 - c. Ensure inspections completed within the week are closed out in Smart Service by end of day Friday (with the exception of inspections taking place on Friday)

SKILL SET & EXPERIENCE NEEDED:

- Minimum three (3) years experience in an administrative role
- Attention to detail a must
- Winning attitude
- Strong task and time management skills
- Creativity and strong problem-solving skills.

ROP: \$40k-50k/year

Note: We highly encourage applications from people with disabilities.