

**REPLACEMENT  
POSITION**



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## RENTAL BILLER

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**Location: Langley**

**1 Positions Available**

**Competition #: LM00841**

Leavitt Machinery is one of North America's largest Dealers for Materials Handling and Aerial equipment. We sell, rent, lease, finance, service & supply parts for Caterpillar, Mitsubishi, Taylor and Manitou Forklifts as well as complementary product lines such as JLG Booms and Scissor Lifts. As an equal opportunity employer with 18 locations in B.C., Alberta and Washington State, Leavitt is a growing organization looking to add to its talented team. We offer an excellent benefit package.

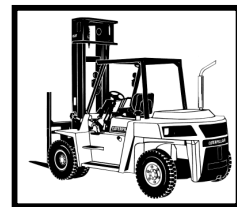
We are currently looking for an outgoing individual to work full-time in our Rental Sales Center in Langley. This individual will report directly to the Rental Operations Manager and will be responsible for customer invoicing and out-sourced rental coordination for our short-term rental business. Duties include verification of product information in Leavitt's accounting system prior to rental contract setup, set up of rental contracts, utilize the Rental Projection Report to establish periodic customer billing, utilize rental check-ins for final billing purposes and recovery of fuel, freight and damage expenses, posting billing batches to update customer accounts, tracking of revenues and expenses of out-sourced rentals, and working closely with Rental Coordinators and Sales Representatives to ensure the highest level of customer service through accurate billing.

The successful candidate will have some post-secondary accounting education and be a team player with excellent organizational, interpersonal & communication skills. This self-starter will have excellent computer skills, the ability to work with minimal supervision and contribute positively to a quality team environment. You must be able to multitask, cope with conflicting priorities and possess excellent analytical skills. You must be detail and deadline oriented, and are able to monitor and follow up on contract timelines. The successful applicant must have superior PC skills with experience using MS Excel, Access, Outlook and Word. Experience with our SILK Business system would be a definite advantage.

If you are an innovative, results oriented team player and have the skills required to succeed in this position, please forward your resume with the competition number in confidence to:



**Human Resources**  
**Fax: (604) 626-0825**  
**[rental-resume@leavitt.ca](mailto:rental-resume@leavitt.ca)**



It is our policy to contact only those candidates that we believe will be successful fit for our organization.

**Leavitt Machinery is committed to Employment Equity and encourages applications from all qualified candidates.**

**CLOSING DATE: POSTING REMAINS OPEN UNTIL FURTHER NOTICE**

***"A proudly owned and operated Western Canada Company"***

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