



## Order Management Specialist

### About Intlvac:

Intlvac Thin Film ([www.intlvacthinfilm.ca](http://www.intlvacthinfilm.ca)) is a high tech industrial manufacturing company based in Halton Hills (Georgetown) Ontario.

Intlvac is currently seeking an **Order Management Specialist** to support our administrative team.

If you are dependable, have initiative and are a good team player with solid communication skills, this opportunity may be right for you. Intlvac is a world leader with a team that includes top scientific researchers, software programmers, mechanical and electrical engineers.

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### Job Description

We are looking for a flexible, reliable and motivated individual to join our team. Must be quality conscious with a strong attention to detail. The successful candidate would work as part of the administrative team in our clean and spacious Halton Hills office. Successful candidates must be currently authorized to work in Canada.

**Responsibilities** will include but are not limited to the following:

- Processing customer orders including order entry, invoicing, collection and reporting activities
- Coordinate with purchasing and shipping departments for order execution
- Follow up on, collect and allocate payments
- Investigate and resolve customer queries
- Perform account reconciliations
- Communicate with customers via phone, email, or mail
- Collect data and prepare monthly metrics

### Qualifications & Capabilities

- The ideal candidate will have a minimum of 3 years experience in an accounts receivable capacity or a relevant certificate in bookkeeping or accounting.
- Intermediate computer skills in accounting software, Microsoft Excel & Word
- Strong analytical skills with attention to detail.
- Strong ability to multi-task and a "can do" attitude.
- Ability to work well independently as well as under supervision.
- Excellent verbal and written communication skills.
- Excellent interpersonal and organization skills.
- A quick-learner with the ability to perform in a fast-paced environment.

**Job Type and Location:** Full-time days; Halton Hills, Ontario office

### How to Apply:

Interested applicants are asked to forward their cover letter and resume to: [intlvacjobs@intlvac.com](mailto:intlvacjobs@intlvac.com). Only applications submitted directly to this email will be considered for the position.