

# **ADAMS PEST CONTROL**

## **Junior Controller/Dispatcher**

### **Overview**

We are seeking a business-minded, client-centered, organized, and motivated **Junior Controller/Dispatcher** for our in-office **Fredericton** location.

The ideal candidate will be competent in prioritizing and working with little supervision. The Junior Controller/Dispatcher will ensure the smooth running of our company's office and contributes to driving sustainable and efficient growth.

### **What can I expect as a Junior Controller/Dispatcher?**

To oversee and facilitate two vital areas of the business:

#### **Financial & Administrative:**

- Responsible for the following elements of the accounting cycle:
- Payables and receivables
- Bank and credit card reconciliations
- Assisting with year-end preparation
- Ad hoc monthly reporting as directed by management
- Costing Projects
- Maintaining the asset ledger
- Cash flow modeling and forecasting
- Co-managing the seasonal administrator during the busy season (April – September)

#### **Operational:**

- Receiving incoming calls from New Brunswick and Nova Scotia
- Handling customer quotes, requests, and questions
- Managing the technician scheduling software
- Assistance with sales activities

### **What's in it for me?**

- Paid CPA Tuition
- Paid training program
- RRSP program
- Health plan benefits
- Profit-sharing program
- Business-casual work environment

## Do I qualify?

- Must have a university degree
- Great on the phone with customers
- Excellent customer service
- Problem-solving skills
- Some experience with QuickBooks Online and Microsoft Office Suite
- Strong written and verbal communication skills
- Able to meet deadlines
- Ability to multitask and prioritize tasks
- Willingness to work in the office
- Valid driver's license
- A criminal record check is required

Please apply by email, providing a resume (CV) and cover letter to [mestey@adamspestcontrol.ca](mailto:mestey@adamspestcontrol.ca). Please include "Junior Controller" in the subject line.

The expected start date is February 2023.

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Website: [adamspestcontrol.ca](http://adamspestcontrol.ca)

Facebook: [@adamspestcontrolca](https://www.facebook.com/adamspestcontrolca)

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