



# E.B. Horsman & Son

*The Electrical Distributor of Choice!*

## About the Team

E.B. Horsman & Son (EBH) has been in business since 1900. We are strong, nimble, and growing! EBH is proud to be a successful Western Canadian electrical distributor with 20+ locations throughout BC, Alberta, and Saskatchewan, and we are consistently recognized as one of Canada's Best Managed companies. We take pride in living by our core values and carrying our mission statement of "Providing the Best People, Best Solutions, and the Best Service in the Electrical Industry."

## Why Join the EBH Team?

### The Perks.

- Full benefits package
- Competitive compensation plan
- Profit-sharing
- Employee share ownership program (ESOP)
- RRSP matching after 1 year of employment
- Birthday day off

**The People & Culture.** You will be a part of a collaborative team with people you can be proud to work with.

**Continuous Development.** You will have access to our EBH University for personal & professional development. Training & Development has been an essential part of our culture. Increasing our knowledge not only builds confidence but empowers growth through learning.

## About the Opportunity:

We are currently looking for an **Accounts Payable Representative – 18 Month Contract** to join our Accounts Payable Team at Head Office.

Accounts Payable is responsible for the efficient and accurate processing of invoices, returns, debits, credits and other statements in order to ensure payments are made in a timely manner according to each vendor's terms. This is a high volume data entry position which will also, at times, includes filing and reception coverage and the individual needs to work closely with other members of the team.



Platinum member

Thank you for supporting a Western Canadian Independently Owned business established in 1900.

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## Position Type/Schedule:

This role will be onsite based out of the Head Office. This is a full-time, 18 month contract position, Monday-Friday, 40 hours per week.

## Location:

19295 25th Ave, Surrey B.C

## What are the Key Accountabilities?

- **High Attention to Detail.** Paying high attention to all the details on invoices, statements, and purchase orders. You will review, verify and reconcile information, monitor fees, forward issues to appropriate branch representatives and make changes as required.
- **Team Player.** You will be a part of an amazing team that is committed to a team environment with the ability to contribute expertise. Excellent phone mannerism for reception coverage, along with periodic mail distribution coverage, when needed.
- **Solution-Oriented.** You will follow up on discrepancies to solve shipping or pricing issues and initiate solutions and/or corrective action.
- **Highly Organized.** Meeting vendor payment schedules is essential for this role and ensuring payments are received for outstanding invoices, responding to all vendor inquiries and analyzing reports to keep accounts current.
- **Values Continuous Learning.** Our culture strives for continuous improvement and reviewing process improvements that enhance your team's output and satisfaction.



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## What You'll Bring To This Role?

- A High school graduate with experience working in an office/corporate environment
- Microsoft office and basic Excel knowledge, and the ability to learn new software
- 1+ years of experience in an office administrative position is an asset
- Excellent communication skills, both written and oral
- Focus on exceptional customer service within the AP team, along with internal and external clients
- Detail-oriented with problem-solving abilities
- Self-starter and able to work in an open office environment

## Our Core Values: Celebrating the Past, Empowering the Future

Teamwork & Collaboration | Integrity | Commitment | Reliability | Initiative | Continuous Improvement

## Take Your Next Step With EBH

If you believe your skillset matches the above description and are an enthusiastic, innovative, passionate and energetic individual we would like to hear from you. Please visit our website to apply for this posting [www.ebhorsman.com/careers](http://www.ebhorsman.com/careers) or click "Apply" on this posting.

## Our Commitment to Inclusion & Diversity

E.B. Horsman & Son is a proud equal opportunities employer and we are committed to creating a respectful, inclusive and barrier-free workplace that allows all of our people to reach their full potential. A diverse workforce is a key to our success and we believe in bringing your whole self to work. We welcome all qualified candidates to apply and hope you will choose E.B. Horsman & Son as your employer of choice.

*We thank all interested applicants. However, we are only able to work with those who live in Canada and have permanent working status. Please note that only those chosen for an interview will be contacted.*



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