



Administrative / Accounting & Sales Support

Precision Rigging & Industrial Services Ltd. – Fraser Valley, BC

The Opportunity

Precision Rigging & Industrial Services Ltd. is looking for a reliable, organized, and versatile **Administrative / Accounting & Sales Support** person to join our growing team.

This multi-role position supports the company's **administration, accounting, inside sales, and customer service** functions. The ideal candidate is comfortable wearing multiple hats, takes ownership of their work, and can prioritize competing demands.

Key Responsibilities

- Manage day-to-day administrative and office functions.
- Process **accounts payable and receivable**, invoices, payments, deposits, and account follow-up.
- Assist with **bookkeeping, reconciliations, payroll, and financial records**.
- Prepare customer quotations, sales orders, invoices, and related documentation.
- Provide **inside sales and customer service support**, responding to inquiries and following up on opportunities.
- Coordinate with customers, suppliers, vendors, and internal teams.
- Track orders, deliveries, and customer requirements.
- Follow up on outstanding accounts and assist with collections.
- Maintain organized customer, vendor, employee, and financial records.
- Support management and operations with reports, documentation, scheduling, and general administration.
- Identify issues, take ownership, and ensure work is completed accurately and on time.

Qualifications

- **5+ years of experience** in administration, bookkeeping, accounting, inside sales, or a related role.
- Experience with **AP, AR, payroll, and general bookkeeping**.
- Strong attention to detail, organization, and time management.
- Excellent communication and customer service skills.
- Comfortable working with numbers, financial information, and confidential employee records.
- Proficient with **Microsoft Office, particularly Excel and Outlook**.
- Accounting or payroll software experience is an asset.
- Able to work independently while contributing to a strong team environment.
- Strong problem-solving and prioritization skills.

Experience in construction, industrial, transportation, or other project-based businesses is an asset.



What We're Looking For

We want someone who:

- Is organized, dependable, and takes pride in their work.
- Pays attention to detail while seeing the bigger picture.
- Is comfortable taking on a variety of responsibilities.
- Communicates professionally with customers, suppliers, and coworkers.
- Takes ownership and follows through.
- Can manage competing priorities independently.
- Is positive, approachable, and willing to learn.
- Wants to become an important part of a growing company.

Why Precision?

Precision is a growing company built around **safety, teamwork, integrity, and developing people.**

We offer:

- Competitive wages based on experience
- Benefits package
- Training and professional development
- Team-oriented work environment
- Opportunity to grow with the company
- A varied role where every day is different

About Precision

Based in the Fraser Valley, Precision Rigging & Industrial Services Ltd. provides **industrial moving, specialized rigging, storage, transportation, crane support, and demolition services** throughout BC.

With over **85 years of combined industry experience**, our team works closely with mechanical contractors, industrial clients, and other trades to safely and efficiently support challenging projects.

Safety, precision, integrity, and teamwork are at the core of everything we do.

Join Our Team

If you're an organized and capable administrative professional who enjoys variety, takes ownership, and wants to grow with a company, we'd like to hear from you.

Visit www.precisionris.com to learn more about Precision.

“Great teams aren’t born; they’re built. We invest in people who are willing to learn, work hard, and grow with us.”