

Account Service Representative

Great Plains Transportation Services, Inc. is a privately owned company that has been helping trucking companies thrive since 1995 by combining knowledge of trucking as well as financial management. As a growing and fast-paced factoring company, we are seeking an organized, self-motivated, goal oriented individual for an Account Service Representative position within our company. The Account Service Representative sees no other option than providing excellent customer service. Not only is exceptional service important to them but they believe in reviewing everything with a fine-tooth comb in order to provide consistent accuracy and attention to detail.

Description:

- Provide excellent customer service to assigned client accounts.
- Review and check trucking and small business receivable invoices.
- Data entry of invoices into a specialized system.
- Scanning and mailing of invoices.
- Answering phones and other clerical duties.
- Collection calls on past due accounts.
- Conduct credit checks for current clients.

Qualifications:

- Bachelor's degree in accounting, business administration or other related field preferred.
- Associates degree required.
- Must be proficient and accurate with data entry.
- Strong computer skills with MS Office applications (Word, Excel, etc.)
- Ability to operate a telephone, fax machine, calculator, and computer proficiently.
- Proven customer service and interpersonal skills.
- Excellent verbal and written communication skills.
- Ability to work effectively in a team environment and demonstrate team building attitude and skills as well as a positive attitude.
- Ability to initiate, organize, and prioritize workload.
- Ability to multi task and work in a fast paced environment.
- Ability to learn and research new practices and principles of the trucking industry.
- Dependable attendance.

Great Plains Transportation Services, Inc. offers great benefits including:

- Health Insurance
- Disability Insurance
- 401(k)
- Paid Vacation & Holidays

****This position is located in Fairmont, MN and is full time****

