

Accounts Coordinator

A day
in the life
of...

AMBRA SOLUTIONS is a telecommunications engineering firm located in Canada in the cities of Trois-Rivières and Montreal, as well as in Chile. Always on the lookout for innovations in its field of expertise, Ambra is the first Canadian company to offer private LTE solutions. From designing products not available on the market to implementing solutions for critical operations, innovation is our mainstay. Ambra Solutions offers a flexible work environment and a wide variety of projects that allow you to take on professional challenges. At Ambra, you will get...

GOLDEN CO-WORKERS

Our team is made up of passionate people who rise to any challenge in a pleasant work environment. Strong communication between colleagues enhances teamwork and allows us to maximize our results in a stimulating environment.

BENEFITS THAT MAKE THE DIFFERENCE

We offer a group insurance program (dental and medical), a pension plan (up to 5% employer contributions), a physical activity bonus and an employee assistance program.

FLEXIBILITY

We offer a flexible work schedule, the possibility of remote work, a large degree of autonomy for the employee as well as outstanding professional growth and professional development opportunities (training in all areas).

As an Accounts Coordinator, you ensure the link between the customer and the internal team and follow up on all stages of the value chain. Here is what a typical day in the life of an Accounts Coordinator might look like...



- You establish a bond of trust and a good partnership with English-speaking and French-speaking customers
- You attend meetings and participate in all stages of the management of these projects
- You prepare quotes, using Dynamics 365, according to customer requests
- You receive and revise purchase orders by following up with customers on necessary updates
- You coordinate the needs of various internal stakeholders in engineering, production and accounting in order to prevent or identify supply, quality or logistics problems
- You confirm the delivery dates taking into account the project planning
- You coordinate the trips required for the realization of the projects
- You coordinate shipments with the shipping department
- You collaborate with the supply department by looking for specialized equipment.

SEND YOUR RESUME TO JOBS@AMBRA.CO

Only selected candidates will be contacted.

