

The Company

The Jim Pattison Group is the largest privately held company in Canada with over 49,500 employees worldwide; operating a large number of companies in a diverse set of industries. Jim Pattison Lease has been operating in Canada since 1961. The company has branches across Canada and the United States and is a Leader in Customized Fleet Management, providing Vehicle Fleet Leasing, Vehicle Remarketing through both wholesale and retail channels, and Fleet Management solutions for commercial enterprises.

About Jim Pattison Lease: <http://www.jimpattisonlease.com/about/>

About the Jim Pattison Group: <https://www.jimpattison.com/about/our-story/>

Are you interested in building your career with a reputable, leading fleet management company that is continually growing?

Jim Pattison Lease is seeking a highly motivated individual for the unique opportunity of building your personal career with a stable organization that is continually growing.

The Opportunity

We are seeking a highly motivated, detail-oriented **Fleet Invoice Administrator** to join our Fleet Services team. Reporting to the Manager, Fleet Services, this role plays a key part in ensuring the accurate and timely processing of maintenance invoices for our suppliers.

The successful candidate will be responsible for invoice entry, reconciliation, and the resolution of invoice escalations, while also providing cross-functional support for other Fleet Services administrative functions as required. This is a full-time position based in Montreal, Toronto, or Calgary.

Position Description

The **Fleet Invoice Administrator** is responsible for the day-to-day administration of fleet invoicing activities, with a primary focus on the accurate and timely processing, reconciliation, and management of maintenance invoices.

Working closely with suppliers, clients, and internal stakeholders, the successful candidate will ensure invoice accuracy, resolve discrepancies, and contribute to the continuous improvement of Fleet Services processes. The role also supports reporting, cross-functional operational coverage, and special projects that enhance the overall effectiveness and scalability of the Fleet Services department.

Position Responsibilities and Accountabilities

- Process and reconcile maintenance invoices accurately and efficiently, ensuring compliance with established procedures and service level expectations.
- Review and validate maintenance invoices, resolving discrepancies to ensure accurate billing and payment.
- Collaborate with internal departments, including Fleet Services, Finance, and Sales, as well as national account suppliers, to resolve invoice inquiries and maintain accurate records.
- Investigate and escalate complex invoice or supplier issues as required, while identifying opportunities to improve processes and enhance operational efficiency.
- Maintain accurate documentation and contribute to reporting activities that support departmental performance and decision-making.
- Provide cross-functional support across Fleet Services, assisting with operational priorities, special projects, and departmental initiatives as required.
- Ensure a high standard of accuracy, organization, and customer service while managing multiple priorities in a fast-paced environment.

Key Attributes and Skills

The Fleet Administrator role is vital to our success as we continue to be a Best in Class service provider in our target market. This is an internal support position whereby the individual in this role must possess the following attributes:

- Experience in invoice administration, fleet administration, or a similar administrative role.
- Experience processing high volumes of invoices with a strong focus on accuracy and attention to detail.
- Demonstrated experience performing invoice reconciliation, identifying discrepancies, and resolving billing issues with suppliers.
- Proficiency in Microsoft Excel, including PivotTables, XLOOKUP/VLOOKUP, and data analysis functions.
- Ability to analyze data, identify trends, and make recommendations to improve processes and efficiencies.
- Strong organizational skills with the ability to manage multiple priorities while meeting deadlines.
- Excellent verbal and written communication skills, with the ability to build effective working relationships with suppliers and internal stakeholders.
- Experience working in the fleet, automotive, leasing, or transportation industry is considered an asset.

How to Apply

If this opportunity is of interest to you, please send your resume and brief cover letter to greatcareer@jplease.com

Candidates must be eligible to work in Canada. We thank everyone for their interest however only those qualified and considered for an interview will be contacted at this time.