



Vendor Support Specialist

We are seeking an exceptional Vendor Support Specialist who will develop and maintain strong relationships with our valued vendors by providing resolution to their billing, invoicing and purchase order queries.

About us

We:

- empower our people to strive for creativity, uniqueness, and distinction.
- are driven by values of Integrity, Commitment, Innovation, Attention, Balance, Gratitude, and Leadership.
- have a Commercial portfolio of over 2million sf existing portfolio plus additional development potential of over 1Million sf.
- are actively pursuing portfolio growth opportunities.
- have been shaping real estate in Ottawa for 60 years.
- are proud of our fun and professional environment that promotes and rewards learning, development, and success.

About the role

The Vendor Support Specialist is responsible for:

- attending to all incoming vendor queries driving them to prompt and satisfactory resolution
- working with vendors and the Regional team to resolve invoice billing and payment issues.
- building and maintaining strong relationships with our valued partners.
- investigating and resolving invoice and purchase order discrepancies.
- reconciling vendor statements to ensure all invoices are being promptly considered for payment.
- introducing process efficiencies.
- gaining proficiency in both Yardi and Newstar Accounts Payable functionality.



About you

You have:

- exceptional customer service and problem resolution skills
- stellar interpersonal and relationship building skills
- excellent oral and written communication skills.
- the ability to streamline workflows
- excellent problem-solving skills
- a keen eye for details
- a high proficiency with MS Office suite

We offer a dynamic opportunity with an attractive base salary and benefits.

Should Regional Group and this position be a good match for you, please email your cover letter and resumé to: recruiting@regionalgroup.com.

If you are an applicant with disabilities and require accommodations, please let us know in advance so that we may arrange for their provision.