

Job Announcement

Accounting Assistant

Paramount Transportation Systems, Inc. located in San Marcos, CA is a leading provider of global moving services with operational facilities and customer service centers throughout the United States, Canada and Europe. We specialize in the movement of household goods, personal effects, vehicles and pets for employees of multi-national and Fortune 500 corporations. Paramount manages over 28,000 shipments annually, touching more than 130 countries and moving tens of thousands of families worldwide.

Our national headquarters in San Marcos is currently hiring local, full-time, entry level Accounting Assistants. Duties include accounts receivable, accounts payable, data entry, filing and frequent communication with agents in offices worldwide.

Because our computer programs, screens and work processes, procedures and protocols are unique, we will consider training a qualified entry-level individual. This is a full time position with competitive benefits.

Qualified applicants must be able to demonstrate either experience with a track record in the above job duties; or the training and solid foundation upon which the candidate will develop and grow with on-the-job experience. Excellent internal customer service skills, a history of accuracy and detail-orientation, precise written and verbal communication, and basic but solid computer and math skills, as well as good organizational skills are critical. Applicants must be able to prioritize, pay close attention to detail, and be

How to Apply

If you are interested in joining the Paramount team, please send your resume, cover letter and salary history with salary expectations to careers@pts-ca.com.

Paramount Transportation Systems is an Equal Opportunity Employer and Values a Diverse Workforce.

