JOB OPPORTUNITY

Billing Clerk

Type of Vacancy : Full Time

Preferred education level (s) : Diploma

Preferred Major (s) : Business

Organization details :

Company	: Messer industrial Gas Sdn Bhd
Website	: -
Address	: 63, Jalan Teknology 2, Taman Teknology 81400 Johor

Job Responsibility :

1) Perform daily billing to ensure 100% billing timely.
2) Preparing, checking and verify sales order in accordance with company guideline & procedure.
3) Ensure professionalism in handling customer enquires – internal & external.
4) Able to work under tight schedule and meet deadlines.
5) Able to work effectively in a team environment.
6) Perform any other duties as and when required by the immediate Superior from time to time.
7) Handle customer inquiries related to billing promptly and effectively.
8) Collaborate with internal and external stakeholders to resolve billing discrepancies.
9) Maintain accurate records and promptly update customer accounts.

Job Requirements and Qualifications :

1) Diploma in any area, preferably in accounts, finance or business.
2) Able to manage multiple priorities well and able to adapt quickly to situational demands.
3) Demonstrates self-motivation and initiative in problem-solving and organization.
4) Minimum 1-year related working experiences

Benefits :

- ✓ Follow labour law

Person-in-charge :

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