

Billing Team Lead

Job description and responsibilities:

- Open and invoice workorders -uploading any related files and complete PM/LDI tasks in Salesforce
- Contact customers for purchase orders – Send workorder and “order confirmation” to request PO
- Process purchase orders for outside supplier outside vendors for sub contractual work and bill customers accordingly
- Process purchase orders for vehicle maintenance and bill to the van (ERP System)
- Vehicle maintenance reporting
- Fleet fuel reporting
- Major account reporting – Consolidated monthly billing for specific customers, Monthly service cost reports for specific customers
- Adjustments – Issue manager approved credits and bill to designated account in ERP System
- Creating tech codes
- Updating specific maintenance accounts in ERP system
- WIP review
- Monthly consolidated billing for customers with total maintenance contracts
- Update special pricing in ERP System by customer and by items for annual
- Examine returned parts for defects, and exchange defective parts or refund money.
- Advise customers on substitution or modification of parts when identical replacements are not available.

Requirements:

Good computer skills (Excel, Salesforce)
Proficiency in English
Well-organized, detail orientated, and responsible with an aptitude in problem-solving
Excellent verbal and written communication skills
A team player with high level of dedication

Job Type/Category

- Full time
- Monday – Friday
- 8am – 5 pm
- Salary + (Medical/Dental Benefits + Profit Sharing after successfully completing probation period)