



RECEPTIONIST/BILLING SPECIALIST

Job Title:	Receptionist/Billing Specialist	Date:	2020
<p>Job Description: The IAC- Receptionist/Billing Specialist serves as the CEO of customer impressions while ensuring timely and accurate preparation of customer invoicing and billings. Our Receptionist/Billing Specialist greets, welcomes and directs visitors appropriately, maintains front office security and smooth functioning of our telecommunications system.</p>			
<p>Primary Responsibilities:</p> <ul style="list-style-type: none"> • Welcomes and greets guests, customers and vendors via phone or in person and directs them appropriately. • Maintains telecommunication system ensuring clear lines for additional client calls. • Maintains welcoming, clean and safe front office reception area by following procedures and protocols and procedures. • Process Pick Tickets and Warehouse Transfers through shipping feedback in SX Enterprise database system for all locations. • Ensure that all daily Pick Tickets, Warehouse Transfers, Shipping Memos are ISO compliant and filed and scanned. • Process, sort and distribute all incoming mail and maintain daily bank deposits. • Scan and distribute all operational invoices, statements and vendor invoices to appropriate personnel. 			
Job Location:	Corporate Headquarters	Company Industry:	Electrical/Industrial/Automation Distribution
Job Role:	Administrative-Operations	Joining Date:	Immediately
Employment Status:	Full-time	Employment Type:	Hourly
Salary Range:	Negotiable	Manages Others:	No
Number of Vacancies:	1	Other:	
<p>Skills:</p>			
<p>Qualifications:</p> <ul style="list-style-type: none"> • Some college education preferred; two (1-3) years related experience reception, billing or business environment. Electrical and/or distribution industry experience desired. • Ability to respond effectively to the most sensitive inquiries or complaints in confidentiality and remaining calm. • Excellent verbal and written communication skills. • Basic mathematical, excel and database knowledge, skill and expertise. • Works well in team and collaborative coordination environments. • Excellent attention to details and time management skills. 			
Career Level:	Middle	Years of Experience:	2+ years of industry experience, electrical distribution experience considered a plus.
Degree:	College degree preferred equivalent work experience acceptable	Education:	