

We are a well established logistic company located at Section 33, Shah Alam and now is expanding our business.

In line with our expansion, we are offering the below position:-

Billing Officer

1. Verify and ensure the completeness of PODs returned from operation department within required time frame.
2. Assist superior in preparing billing / invoice to customers, by ensuring all the shipments are bills / invoices accurately and closed with stimulated time frame.
3. Update into system for billing processing.
4. Prepare and mail the invoice / bill to customer.
5. Response to the customer for any billing enquiry.
6. Any others duties may be assigned by superior and management.

Requirements:

- Female.
- Diploma in Business Studies / Admin, Economic or equivalent.
- 1 - 2 years relevant working experience.
- Good command in both verbal and written English and Bahasa Malaysia.
- Computer literature.
- Ability to work independently, attention to details and sense of urgency.
- Possess positive attitude and a good team player.

Interested candidates, kindly forward your resume stating working experience, current and expected salary and contact telephone number via online.