

Billing clerks
Job ID AB02060

Scope of Position:

The selected candidate will be responsible for proper bill procedure. Upkeep of technician work forms.

Job responsibilities:

Update data, bill, and work files.
Assisted and answer all incoming customers calls.
Be calm, courtesy, and pleasant on all calls.
Knowledge of customers estimates and cost.
Billed customers and keep records and data.
English written and verbal communication skills required.

Qualifications:

Must be responsible and organized in our customer bill records.
Some typing and computer work.
Letters to be written, to be mailed out.
Some email/fax knowledge.
Update our expiration dates and data information
Update work from field tech's.

Requirements

Experience: Previous two years billing clerk, typing, and verbal contact.
Education: High School diploma or state equivalency.
Job Type: Pull/party time.
Location: Chicagoland area.
Language: English-written and verbal communication skill required.