

## **Manager/Billing Clerks**

Job ID CC00300

### **Scope of position:**

The selected will be responsible for proper billing procedure. Update of billing information. Scheduling employee work activities.

### **Job Responsibilities:**

Update data, bills, and work files.

Assisted and answer all incoming calls.

Be calm, courtesy, and helpful on all calls.

Knowledge of customers estimates and cost.

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Proper billing or all customers, upkeep of records and data.

### **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.