

Administrative/Billing Assistant

Responsibilities

- Answer, screen & process all incoming calls & messages
- Greet customers & represent Ci in a positive manner
- **Review in detail all work orders & provide pricing according to contracts and/or price agreements** (*this requires understanding cost & revenue from a billing standpoint*)
- Handle & process incoming & outgoing mail & packages. Overall responsibility for all preparation & processing of FedEx, UPS etc.
- Maintain equipment repair log
- Maintain inventory control of parts by daily allocation distributions from Service Plus
- Monitors distribution of customer equipment & parts
- **Coding vendor invoices & packing lists**
- Collection of work orders from technicians
- Assist in annual reconciliation & counting of inventory
- **Assist & coordinate customer billing**
- **Reconciliation of petty cash monthly**
- Monitor Technicians Time Entry Daily & Process Bi-Weekly
- Prepare complex data & summarize same through spreadsheets, graphs & reports
- This role requires the ability to lift & carry packages regularly that may weigh up to 30 lbs.
- This role also requires the ability to walk frequently during the day while carrying the packages to other locations in the office.

Qualifications

- **Requires advanced computer skills**, including creation of various reports & complex spreadsheets. Must be **Very** proficient in Entire Microsoft Office Suite, with a **STRONG** Focus on **Excel Skills & Word**, **Microsoft Dynamics AX Experience Strongly Preferred**
- **Basic understanding of cost & revenue from an accounting standpoint required**
- **Basic accounting skills preferred for billing purposes.**
- This position requires the skills & knowledge normally obtained through the successful completion of a **high school degree**. Associates Degree, or some college/business courses strongly preferred.
- **Requires 4+ years minimum** related experience, preferably in an administrative capacity with progressive responsibility
- Must demonstrate strong interpersonal skills dealing with greeting customers in person & on the telephone. Must speak clearly & professionally
- Must type a minimum of 55 words per minute
- **A demonstrated proficiency in understanding new software systems quickly strongly preferred**
- Capable of dealing with internal & external clients in a tactful & professional manner.
- ***Must be able to work in a busy & sometimes hectic environment***