

Billing Specialist Jobs In Dubai | NES Fircroft

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The Billing /Specialist / Coordinator is responsible for supporting the Billing team in providing timely and accurate processing of customer invoices and validating and creating customer well data. The Billing Coordinator performs a secondary audit of other Billing team members' posted invoices, disputes and problem resolutions.

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Responsibilities:

Validate well data submitted by the field and create Logit numbers for the Operations team.

Validate that required information is received to accurately bill customers.

Confirm that EDI requirements are present.

Distribute work load to the Billing team via TeamSpace.

Help create and distribute job files to the Billing team.

Handle special projects.

Be accountable for days to invoice ratio.

Apply good communication skills to build effective partnerships with peers and subordinates.

Demonstrate proficiency in spreadsheet applications.

Build rapport with internal and external contacts.

Show discretion when dealing with confidential information.

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Requirement

With over 90 years' combined experience, NES Fircroft (NES) is proud to be the world's leading engineering staffing provider spanning the Oil & Gas, Power & Renewables, Chemicals, Construction & Infrastructure, Life Sciences, Mining and Manufacturing sectors worldwide.

With more than 80 offices in 45 countries, we are able to provide our clients with the engineering and technical expertise they need, wherever and whenever it is needed. We offer contractors far more than a traditional recruitment service, supporting with everything from securing visas and work permits, to providing market-leading benefits packages and accommodation, ensuring they are safely and compliantly able to support our clients.

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