

Billing Specialist Jobs In Dubai | SGS

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Location: dubai

Category: other-general

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Responsibilities
Compile, compute and record billing, statistical data, and other numerical data for billing purposes

Ensure all sales orders are opened in a timely manner

Comply with Internal Control System throughout the billing process

Assist, coordinate and cooperate with the business to ensure the quality and efficiency of invoicing

Receive, analyze and issue credit note requests in line with the approval process

Send, archive and follow up on invoices

Monitor open sales orders daily
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Requirement
Degree in Accounting or Finance is preferred

2-5 years of relevant experience in billing function billing in multiple entities and currencies in large volumes

Knowledge of UAE and international invoicing requirements

Ability to adapt quickly and demonstrate flexibility

Strong team player who is customer oriented and has a strong work ethic

Sound decision-making, problem-solving and analytical skills

Ability to deal with confidential material

Excellent English language skills
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