



## Administrative Assistant

FLSA: Non-Exempt Hourly  
Location: Corporate  
Reports to: Billing Supervisor

Shift: Days  
Department: Office  
Date: October 2021

### **Position Summary:**

The Administrative Assistant will have an extensive knowledge of company billing practices and business system. Provide company-wide invoicing and customer care support.

### **Essential Functions:**

*The list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.*

- ) Assists with company-wide billings. Ensures the order to invoice process is accurately reflected in the business system, notes are properly posted to the order before submitting to AR, and billing completed within company targets.
- ) Supports service centers with dispatch and customer service duties.
- ) Assists with invoicing energy audits, equipment rentals and warranty claims.
- ) Partners with Billing Supervisor and Service Managers/Coordinators to process outstanding work orders.
- ) Process customer credits/adjustments/returns accurately.
- ) Provide general administrative support.
- ) Partners with Billing Supervisor and Service Managers to research and resolve client billing questions or issues.
- ) Supports and follows all Company policies and procedures in daily work activities.
- ) Has excellent attendance, is punctual and possesses a positive attitude.
- ) All other duties as assigned.

### **Qualification Requirements:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- ) A 2-year Associate's degree is required in Accounting or Business Administration.
- ) A minimum of three (3) years of experience in invoicing/billing of technical products, preferably in an industrial service, equipment management, and/or manufacturing industry.
- ) Intermediate skills with Microsoft Office products such as Word, Excel, Visio and Outlook.
- ) Basic Accounting knowledge is preferred.
- ) Organizational skills with attention to detail.
- ) Problem-solving skills that include reasoning ability, mathematical ability and logical thinking skills.
- ) Demonstrate solid organizational skills with the ability to multi-task and be a self-starter.
- ) Ability to effectively communicate, both in writing and verbally, with people of various educational and technical backgrounds, both inside and outside the company.

### **Physical Demands:**

- ) The employee must seldom lift and/or move up to 25 pounds.
- ) Must wear and use proper PPE at all times when in the shop/warehouse area.



## Service Billing Clerk

### **Employee Review / Acknowledgment:**

I acknowledge that I have read the job description and I understand what would be expected of me. Brabazon reserves the right to change or reassign job duties or to combine positions at any time. I also understand that I am an At-will employee and the job description does not constitute a contract of employment.

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Employee Name – Please Print

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Employee Signature

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Date

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Manager's Signature

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Date