



OUR SERVICE IS OUR **ONLY** CONTRACT

Billing Specialist

Role

In this full-time role, a Billing Specialist will report to the Office Manager. The Billing Specialist generates customer invoices and settles drivers' routes daily to maintain accurate customer records and excellent relationships. The Billing Specialist also enters rental orders and maintains customer accounts.

Responsibilities

A Billing Specialist will generate customer invoices and settlement of drivers' routes daily. They will enter rental orders for customers and maintain customer accounts. They will run and analyze reports and work toward solving problems and reconciling data. They will also learn how to effectively interact with the Service Team and customers to ensure quality customer service.

Skills & Values

This position requires high attention to detail, excellent interpersonal skills, critical thinking, and self-motivation. The individual will also strive to fulfill the company values of honesty, integrity, excellence, and relationships.

To learn more about the company culture of WM Uniform, benefits and more, visit
<https://wmuniform.com/join-our-team/>

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