

Billing Assistant

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Company: Airswift

Location: Bogotá

Category: office-and-administrative-support

Airswift hires Billing Assistant for one of our customers, a multinational transport company in Bogotá / Colombia.

Attributions:

Enter trips into Dispatch Module of TMW

Review/Solve Work through all discrepancies with driver paperwork

Ability to index/organize trips in EBE and back fill Deer Park, as appropriate

Work with the Billing Lead, Billing Manager, or designee on any entry discrepancies

Sending trips to customers and handling disputes from customers

Assist other specialists with their workload as time allows

Qualifications:

Education and Experience Bachelor's degree or equivalent

English advanced

Location: Bogotá, Colombia

Contractor – 1 year (or long term)

In the office – 100%

Administration skills, thinking outside of the box

Transportation background will be a plus

ABOUT AIRSWIFT

Airswift serves as a strategic partner to our clients in STEM industries. We offer a turnkey

workforce solution to acquire, mobilise and employ top talent in over 70 countries. With 800 employees in over 60 offices worldwide, 7,000 contractors and a candidate database of 1.5m specialists, our geographical reach and pool of available talent, experience and expertise is unmatched in the industry. We are proud to serve as a trusted advisor to clients looking to expand their operations internationally and offer employer of record services, payroll outsourcing, as well as HR consulting. Airswift is seeking a Junior Maintenance Analyst to work on a Contractor position in Rio de Janeiro with a major Oil and Gas Company.

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