

WE'RE LOOKING FOR
Sales Order/Invoice Processor
(Work Base: Bacolod City)

Responsibilities:

- Administers manual encoding of Purchase Orders received from customers as Sales Order in the EXACT system or other related programs i.e. CSMS and generates picklist for invoicing ensuring accuracy in each transaction
- Administers processing and generation of Charge Sales Invoice, Stock Transfer Advise and Delivery Receipts for attachment to prior deliveries
- Sorts and prioritizes orders according to the nearest scheduled date of delivery by coordinating with the Customer Care Coordinator for set schedules
- Retrieve Purchase Orders from portal and files these documents with noted respective Sales Order numbers for future reference

Qualifications:

- Bachelor's degree in Information Technology, Industrial Engineer, Accounting, Management or equivalent
- With 1-2 years experience in data processing and analyzing is a plus
- Preferably knowledgeable in EXCEL and with advance typing skills

To apply: Send us your resume and a copy of your TOR through

E-mail: vfihf.westvisayas@gmail.com

For inquiries, call: 0917-310-3839(Globe) / 0939-564-0917 (Smart)

(Look for Ms. Rizza Jo P. Nicolasora)

