

**WE'RE LOOKING FOR**  
**INVOICE PROCESSOR**  
**(Work base: Tacloban)**

**JOB RESPONSIBILITIES:**

- The position is responsible for processing and generation of Charge Sales Invoice, Stock Transfer Advise and Delivery Receipts in the EXACT system or other related programs i.e. SIS; ensuring accuracy in each fulfillment transaction. Accuracy in invoicing is important as this is associated with accuracy in inventory as well as Account Receivable records

**QUALIFICATIONS:**

- Bachelor's degree in Information Technology, Industrial Engineer, Accounting, Management or equivalent
- With 1-2 years of experience in data processing and analyzing is a plus
- Knowledgeable in EXCEL and with advanced typing skills
- Willing to work beyond the normal working hour

**To apply, send us your application letter, resume and TOR (photocopy) through**

**E-mail: [vfihv.visayas@gmail.com](mailto:vfihv.visayas@gmail.com)**

**For inquiries, call: 0917 717 3043 (Look for Ms. Mariam Mae N. Opeña)**