



**VIRGINIA FOOD, INC.**

## **Sales Order/Invoice Processor**

**(Location: Butuan City)**

### **JOB DESCRIPTION**

- 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
- Preferably residing in Butuan City
- Willing to work beyond the normal working schedule

For those who are interested, you may reach us through:

Email: [vfihir.northmin@gmail.com](mailto:vfihir.northmin@gmail.com)

Mobile numbers: 0917-7102-119 (Globe)

We are located at Langihan Road, corner Brgy. Ong Yiu, Butuan City

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APPLY NOW AND BE PART OF OUR GROWING FAMILY. #TheUltimateFoodSolution**

