













WE ARE HIRING!

SALES ORDER INVOICE PROCESSOR TIBUNGCO, DAVAO CITY

-  A Bachelor's degree in Accountancy, Accounting Technology, or any other related field.
-  Strong attention to detail and accuracy in data entry and transaction processing.
-  Ability to troubleshoot and resolve order discrepancies efficiently.


PERKS AND BENEFITS:


-  Free pre-employment check-up
-  13th-month pay
-  Training and Development
-  Statutory Benefits
-  Life and accident insurance
-  HMO upon regularization
-  Birthday gift upon regularization
-  15 days paid vacation leave upon 1 year
-  15 days paid sick leave upon 1 year (cash convertible)

RESPONSIBILITIES:

SOIP plays a key role in ensuring the smooth operation of our order management system through accurate and timely processing of customer purchase orders into sales orders within our EXACT system or other designated platforms. Additional duties include generating invoices, stock transfer advances, and delivery receipts.

CONTACT US:

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