

WE'RE LOOKING FOR
SALES ORDER/ INVOICE PROCESSOR
(Work base: Pasig City)

Responsibilities:

- Administers manual encoding of Purchase Orders from customers and generates picklist for invoicing, ensuring accuracy in each transaction.
- Administers processing and generation of Charge Sales Invoice, Stock Transfer Advice, and Delivery Receipts for attachment to prior deliveries.
- Sorts and prioritizes orders according to the nearest scheduled date of delivery.

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

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

Email: vfihrluzon@gmail.com

Mobile numbers: 0917-312-9687 / 0917-861-6491