



Billing Representative

Water Doctors Water Treatment Company is seeking a Billing Representative to join our growing company and billing department. We are a close group and like to have fun at work, but we're also serious about digging in, delivering results, and providing exceptional customer service.

Availability: Part-time with option to go full-time as position allows

Hours: Flexible; Monday–Friday during business hours

Job Duties:

- Inputting/updating client profiles quickly and accurately with an emphasis on attention to detail
- Preparing invoices and contacting clients to reconcile accounts
- Working in a fast-paced environment and able to go with the flow of changing responsibilities
- Self-starter and seeker of information; must be able to complete all tasks each day with little assistance
- Reliability and punctuality as attendance is important for this position
- Excellent communication, research, and customer service skills
- Accepting ownership for all tasks and responsibilities while improving the company's reputation
- Assisting with answering incoming calls as needed and other responsibilities as they arise

Skills & Qualifications:

- Telephone skills / Verbal communication / Good listener
- Microsoft Office skills
- Professional / Customer-focused
- Organized
- Informative
- Handles pressure effectively
- Self-starter
- Responsible and reliable

Wages: Pay based on qualifications