



Billing Clerk

Tasks

SHIPPING/OFFICE

- Answer incoming telephone calls and assist with questions.
- Greet all Ratner guests courteously and quickly.
- Log all drivers in and out in best shippers and/or paper log.
- Create pick lists for loads scheduled to ship.
- Create bills of lading (BOL) for all loads that ship from Ratner Roseville
- Verify accuracy of each BOL and ensure that all necessary documents are attached, i.e., material certification, proforma.
- Miscellaneous filing

BILLING

- Process all RMA's (Return material authorizations) and credits given by sales
- Verify the accuracy and proper documentation is attached in the Ratner copy of shipping packet
- Cross reference shipping log to all shipping packets to ensure no loads were missed in billing process.
- Generate invoices for all shipped loads
- Give completed billing to management for review prior to updating
- File all shipping paperwork
- Assist office staff as needed with miscellaneous tasks.

Requirements:

- Ability to communicate clearly and persuasively in positive or negative situations.
- Analytical with strong attention to detail
- Listens well to others and responds helpfully to questions
- Teamwork – Balances team and individual responsibilities, supports everyone's efforts to succeed.

Hours: 6:00 am – 2:30 pm

Training hours: 8am-4pm – first two weeks

Reports to: Pat Dougherty, Inside Sales Manager



APPLY

If interested, please apply by going onsite at Ratner Steel. This is located at 1885 US Highway 61 South in Osceola, AR 72370.

You can learn more about Ratner Steel by visiting: <https://www.ratnersteel.com/>