



## Billing Assistant or TransportAssistant

- **Vacancy for:** 1
- **Posted on:** May 23, 2018
- **Deadline:** June 2, 2018, 11:55 p.m.

### Basic Job Information

Job Category : General Mgmt. / Administration / Operations  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location : Parasi  
Offered Salary : Negotiable

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 1 year  
Professional Skill Required : Communication, Leadership

### Other Specification

- Bachelor's Degree in Management from reputed university
  - At least 1 year of working experience in related field, preferably in FMCG Company
  - Good communication and leadership skills
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### Job Description

- Provide administrative support and direction to the Transport Team
  - Liaising with the Driver and the Shipping department
  - Ensuring the timely availability of the vehicle for delivery and ensure the vehicles are in good conditions
  - Enter the closing kilometer reading of the vehicle in the log book for each vehicle
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### Applying Procedure

Apply Link : <https://merojob.com/billing-assistant-or-transportassistant/>

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