
TRANSPORTATION BILLING EXPERIENCE REQUIRED

RPM Transportation. is a solid, quality and fast growing diversified transportation company with 9 locations and looking to expand. We have provided customers with quality service for over 35 years and continue to do so today. We are currently seeking part-time night **LTL Billing Clerks** for our Fullerton Operation. Starting wage for this position is \$14.00 to \$16.00 depending on applicable experience. The work hours are 6:30 p.m. to 12:00 a.m. or 9:00 pm – 2:30 am M-F.

The Billing Clerk is responsible for efficient, accurate, and timely processing of invoices and transactions. In order to be hired you must meet the following qualifications:

1. Minimum two year recent experience as a Biller for a Transportation Company. Must be familiar with standard concepts, practices, and procedures in the **LTL** industry.
2. Minimum education: High School Diploma or GED;
3. Must be computer literate using Microsoft Word and Excel;
4. Must be able to effectively communicate both verbally and in writing with all levels of management, staff and vendors;
5. Must have a good and positive attitude, and be able to treat all Team Members with respect at all times, regardless of the situation;
6. Must be detail orientated and have good time management skills and organizational skills;
7. Certain degree of creativity and latitude is required.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Uses a computer to accomplish assigned duties;
2. Responsible for data entry of information pertaining to customer invoicing;
3. Relies on experience and judgment to plan and accomplish goals;
4. Some of the tasks to be performed, but not limited to, are as follows:
 - Conducts billing functions for multiple divisions and locations;
 - Manual rating and auto rating
 - Documentation scanning and indexing;
 - Assist on POD requests as needed;
 - Various other tasks as assigned

RPM is an equal opportunity employer who requires a tobacco and drug free workplace. Employment sponsorships are not available for this position.

For consideration, please submit your resume in response to this ad. No phone calls please.

Note: Submittal of your resume does not constitute an application of employment