

## Data Encoder - Finance Billing

Job Title	Data Encoder		
Division	Finance and Procurement Division		
Department	Finance Department		
Section	Finance Billing		
Location		Direct Reports	
Reports To	Billing Supervisor	Version Number	1
External Relations		Guide Number	6992
Internal Relations		Job Code	

### Basic Function

Data Entry, scanning, filing, developing audit list, checking & printing invoices, arranging invoices, receiving and segregating daily outbound airway bills, origin wise sorting of air waybills, air waybill data entries for generating monthly invoices, invoice printing and sorting with airway bill attachments. Fully understand, drive and promote SMSA vision, culture and values.

### KEY Responsibilities

#### Core

- Receiving, segregating & Scanning daily outbound airway bills, origin wise sorting of air waybills, air waybill data entries for generating monthly invoices, invoice printing and sorting with airway bill attachments.
- Receiving & segregating outbound air way bills.
- Origin wise sorting of airway bills.
- Ensuring all documents and airway bills are filed and arranged properly in a verifiable manner.
- Airway data entries in AWB screen for generating monthly invoices. / e)
- Generating monthly customer checklist for verifying entered data before generating final invoicing,
- Preparing invoices, printing and sorting with airway bill attachments.
- Providing airway bill copies to collection team for solving various billing disputes.
- Data Entry and Monthly Invoicing.
- Data Entry, Printing and correction of Invoices, Custom Duty Invoicing and Bill Sender Summary
- Scanning AWB from all origins, Data Entry and monthly Invoicing for credit customers
- Perform other assignments as required.
- Labeling

#### General

- Coordinate with related department to solve any issues.

#### EHS

- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits
- Actively participates in the development and implementation of EHS objectives & programs
- Participates in the emergency response plan
- Actively participates in the EHS audits / inspections. Take a major role in incident reporting & investigation
- Coordinate and participate in the paper and other recycling programs

#### Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

## Competencies - Professional and Technical

### Behavioral Competencie

Adaptability	Level 2
Communication	Level 1
Continuous Learning	Level 3
Initiative	Level 2

### Technical Competencie

Accounting and Reporting Knowledge	Intermediate
Knowledge in Accounts Management	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application, e	Intermediate

### Competencies – EHS

Knowledge of basic environment health and safety requirements
EHS corporate objectives awareness
Awareness of EHS requirements in the QEHS management systems
Have attended EHS awareness training (if applicable)
Awareness of Environment Health Safety incident reporting

### Organizational Competencies

Beginner
<i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i>

### Decision Making

--

### Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year
--

### Qualification : Education and Experience

Diploma (Preferred specialization in their field of work) at least three (3) years of relevant work experience, 2 years of which should be in Level-02 capacity, preferably in the same industry. or High / Middle School Certificate or Technical Courses (Those in technical jobs must have appropriate certification in their respective trades) with over 1 years industry experience of which at least 2 years has been in Level-02 position or High / Middle School Certificate or Technical Courses (Those in technical jobs must have appropriate certification in their respective trades) with over 2 years industry experience of which at least 2 years has been in Level-01 position  *Note: Industry Experience wherever its applicable
---

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Updated by:</b>	<b>Date:</b>	<b>Approved by:</b>	<b>Date:</b>

<b>Employee Name:</b>

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.  
Management reserves the right to amend the Job description at any time without prior notice.

<b>Signature:</b>	<b>Date:</b>