

Billing Agent			
Job Title	Billing Agent		
Division	Finance & Purchase		
Department	Finance & Purchase		
Section	Finance & Purchase		
Location	IBU-Egypt	Direct Reports	NA
Reports To	Billing Supervisor	Version Number	1
External Relations	Customers	Guide Number	
Internal Relations	OPS, Sales & CS	Job Code	

Basic Function

Preparing and reviewing the received control sheet and rectifying all the information to match the uploading file of the billing system.

Generating the credit and cash sales invoices, according to the customers' contracts.

KEY Responsibilities

Core

- Generate the daily inbound clearance invoices every morning after receiving the customs duties documents from the GWT team, and to be sent to the concerned stations for shipment delivery.
- Obtaining the daily control sheet with all kinds of AWBs from the OPS team, reviewing and uploading to the billing system.
- Issuing the credit billing by a maximum of the 18th of the next month.
- Sending the required invoice breakdown to the customers by email.
- Issuing the cash sales invoices of each RSC after receiving the breakdown from the branches.
- Prepare COD AP invoices for e-commerce customers according to the agreed cycles during the next 2 working days of the cycle closing date.
- Generate the freight invoices according to the costing sheet received from the freight department during the next 2 days of receiving the Costing Sheet in Logistic
- Ensuring that the freight Costing Sheet contains all the related documents to the job and all cost elements have been sold profitably.
- Keeping and filling all related documents according to the file registration policy.
- Perform other assignments as required.

General

- Coordinate with other departments to solve any issues.

EHS

- Understand and adhere to the company's environmental and safety policies.
- Regularly attend safety training and awareness sessions.
- Always use personal protective equipment (PPE) where required.

- Immediately report any environmental or safety concerns.
- Actively participate in emergency drills and respond as trained.
- Be aware and comply with all legal requirements related to environmental health and safety.
- Encourage colleagues to adopt safe and environmentally friendly practices.

Competencies - Professional and Technical	
Behavioral Competencie	
Adaptability	Level 2
Continuous Learning	Level 3
Teamwork	Level 3
Technical Competencie	
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
<p>Knowledge of basic environment health and safety requirements</p> <p>EHS corporate objectives awareness</p> <p>Awareness of EHS requirements in the QEHS management systems</p> <p>Have attended EHS awareness training (if applicable)</p> <p>Awareness of Environment Health Safety incident reporting</p>

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

Decision Making

Key Performance Indicators (KPIs)
Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience
<p>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.</p> <p style="text-align: center;">or</p> <p>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</p> <p style="text-align: center;">or</p> <p>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</p> <p>*Note: Industry Experience wherever its applicable</p>

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
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Employee Name:

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.

Signature:	Date: