

Billing Services Associate

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Company: Marken

Location: Taiwan

Category: other-general

Description

Title:

Billing Services Associate

Job Purpose:

The Billing Associate will ensure Quality Control on billing for key clients and will perform quality assurance on invoice management.

Main Duties and Responsibilities:

Identify data gaps in Key Client information and resolve them for billing purposes

Work with other departments to resolve queries on process

Work with Credit Control to resolve outstanding debt for Key Clients

Identify revenue improvement and cost savings opportunities

Requirements:

Bachelor or Associate's degree in Accounting or Finance desired

1+ year of Billing experience required

Sound knowledge of Excel - Pivot Tables and Vlookup experience are required

Understanding of the importance of accurate billing and service provision

Background in Customer Service preferred, but not crucial

Must be organized, dedicated, and possess excellent communication skills

Marken is a wholly owned subsidiary of UPS and is a critical part of UPS Healthcare. Marken offers a state-of-the-art GMP-compliant depot network and logistic hubs for clinical drug product storage and distribution worldwide, and supports cell and gene therapy logistics services from clinical to commercial, while maintaining the leading position for Direct-to-Patient and Home Healthcare services, biological sample shipments and biological kit production.

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