

Senior Billing & Recovery Officer – GTROPY SYSTEMS Pvt. Ltd.

Company Web: www.gtropy.com

Office Address- GTROPY, 75-76, 1st Floor – Above Allahabad Bank
Adhchini, South Delhi. (Near Hauz Khas Metro)

New Delhi-110017

Job description

The Billing & Recovery Officer is responsible for the collection of payments directly from our Clients, negotiating payments/payment arrangements, handling billing enquiries and provides administrative assistance to the internal team.

Job Description

- Must be open to meet clients personally to maintain relationship and collect payments
- Must maintain regular follow ups and strong negotiations.
- Generating the billings & issue invoices to customers via email.
- Collaborate with system & MIS to maintain accounts receivables.
- Reconciling daily & monthly payment follow ups for generating the revenue timely.
- Resolving inconsistencies in billing by coordinating internally & externally.
- Manage customer accounts balances to discover outstanding and other debts.
- Follow-up with clients for purchase order (PO) and ensure the clients are billed correctly for the services.
- Collect all information needed to calculate bills receivables.
- Send reminders for payment follow ups or purchase orders and contact clients as appropriate.
- Report on billing & recovery activities to senior leadership.

Preferred Candidate:

- Must have experience in Direct Client Relationship Management
- Must have experience in Billing & Recovery
- Must have very strong communication and negotiations Skills.
- Must be very good with Excel and MIS reporting.
- Must be matured enough to maintain independent decisions in terms of meeting clients and doing follows in a professional manner.

Working : Monday-Saturday, 10 a.m. - 6 p.m.