

**Summary:**

AEGFUELS is looking for a motivated skilled Billing Clerk who will be part of our growing Accounting & Operations Team. You will be processing and monitoring incoming vendor invoices and customer billings, while engaging in an upbeat and professional work environment. We strive to ensure customer satisfaction, with employees who obtain strong customer service skills.

**Duties & responsibilities** include but not limited to the following:

1. General Clerical skills
2. Understanding and reviewing vendor invoices
3. Creating invoices/billing customers
4. Process credit memos
5. Other tasks as assigned

**Skills and Knowledge Requirements:**

- 1 year minimum office environment experience
- Aviation knowledge a plus
- High school diploma or GED required, Associates or Bachelor's degree preferred, but not required
- Data entry experience
- Motivated, self-starter
- High level communication skills required
- Strong customer service and relationship building skills
- Work well with team members inside and outside their department
- Strong proficiency in Microsoft Excel, Word & Outlook a must
- High level of understanding in basic mathematical computation and principles
- Must be detailed oriented
- Multi-lingual preferred

Please contact [hr@aegfuels.com](mailto:hr@aegfuels.com) with attached resume in Word or PDF format. If you wish to enclose a cover letter, please include it in the body of your email.