



## Billing Assistant

In April 2016, **DP World Limassol** was awarded a 25-year concession to exclusively operate the multi-purpose and Cruise terminals in Limassol commencing February 2017. The terminal's activities, comprising of three multi-purpose quays, include break-bulk, general cargo, Ro-Ro, Oil & Gas services and the cruise terminal.

We are looking to recruit a **Billing Assistant** to join the Finance team, with the main responsibilities as below:

- To be the first point of contact for customer payments, and ensure invoices generated are accurate
- Provide accurate & confidential customer service in regards to payments
- Ensure invoices/receipts of payments are issued accurately to all the customers
- Interact with customers on a daily basis for collecting payments and solving inquiries.

The successful candidate will have the following:

- Accounting/Finance degree or equivalent qualification would be an advantage;
- Finance related professional qualification, like LCCI or AAT would be an advantage;
- Proficiency with MS Office Applications – MS Excel, MS Word;
- Understanding of how billing system works for computer generated invoices and manual invoices/credit notes as well as understanding the direct debit procedure;
- Strong customer service ethos, with a flexible approach to tasks to support the needs of the business.
- Ability to prioritise and manage fluctuations in workload;
- Good organisation and communication skills;
- Accuracy and attention to detail;
- Ability to work under tight deadlines in a fast-paced environment;

If you are interested to apply for this position, please send your CV to [careers@dpworldlimassol.com](mailto:careers@dpworldlimassol.com) or apply online at [www.dpworldlimassol.com/careers](http://www.dpworldlimassol.com/careers). All applications received will be treated in the strictest confidence.