

Your Complete Source for Building Construction & Maintenance Supplies

4309 Broadway New York, NY 10033 • P: (212) 927-9000 • F: (212) 795-7523

## WE ARE HIRING!

**Job Description:** Billing Coordinator

**Job Type:** Full Time (Office)

**Location:** (Upper Manhattan)

**Hours:** Monday- Friday -9AM- 5PM

### How to Apply:

Please send a resume to [Maritza@CenturyHardware.com](mailto:Maritza@CenturyHardware.com)

### Job Description:

#### *Billing Coordinator*

Manhattan-based building supply company is seeking to fill the position of billing coordinator. The ideal candidate will be organized, self-motivated and be able to multi-task various assignments within a fast-paced office environment. The billing coordinator ensures the timely and efficient processing of all customer orders and invoices in accordance with company requirements and contributes to our overall company performance and success on many levels.

The employee will be expected to email customers confirmation of their orders to their management team for their review and approval and input customer invoices into our computer software system.

Other responsibilities include assisting with answering and directing incoming phone calls and undertaking various office administrative tasks, ensuring the rest of the staff has adequate support to work efficiently.

Only applicants with prior relevant office experience are encouraged to apply, although those with less experience will also be considered.

## **Job Responsibilities**

### *Billing Coordinator*

- Input customer invoices into computer software system.
- Scan invoice documents into computer software system.
- Email order confirmations to customers for review.
- Manage a large volume of company files and records, ensuring they are accurate and compliant with company policies.
- Assist in answering all incoming phone calls and routing to correct company employees as needed.
- Preparation of outgoing mail (monthly/as needed)
- Provide a positive representation of our company through friendly and courteous customer service over the phone and email.
- Proactively assist other office staff in addressing administrative tasks as needed.

## **Job Requirements and Qualifications**

### *Billing Coordinator*

- 3+ years of relevant work experience required (office administration, office assistant or relevant role)
- Fluent in English (Bi-Lingual in Spanish preferred)
- Excellent computer and typing skills.
- Prior work experience with Microsoft Office (or similar programs)
- Excellent communication skills
- Excellent organization and multi-tasking skills.
- Team player attitude and willingness to assist in daily office management and organization procedures as needed.
- Friendly and professional demeanor when directing phone calls and engaging with customers over email.

### **Company Benefits:**

Full-Time Employment

Health Insurance

401(K) Retirement Plan

Annual Bonus (Subject to Job Performance)

Closed Saturday & Sunday

Possibility of Advancement

### **About Our Company:**

Founded in 1936, Century Maintenance & Supply Corp. (“Century Hardware”) is a family-owned Hardware & Lumber supply business based in Upper Manhattan (Washington Heights) catering to the needs of NYC residential apartment buildings. We work closely with property management companies, building owners and superintendents, helping them purchase the products they need for apartment repairs and renovations and general building maintenance. Products are available for purchase at our two retail locations in Manhattan and the Bronx, as well as through free next-day delivery on our fleet of company-owned and operated trucks. Century is a family-owned and operated company and proudly employs over 35 full-time employees across two locations in NYC.