

WE ARE HIRING BILLING ASSISTANT

DEADLINE : 24 JUNE 2025

HRD-NOV-2025-117

Job Level 8, PhP 678.20/day
Fixed-based Employment

Qualification Standards

Education: Bachelor's Degree in Accountancy or any related Business and Commerce

Experience: Experience is an advantage but not required

Other Requirement: Computer literate, well-versed in MS Applications

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the **HRD on or before 24 JUNE 2025:**

1. Application letter

Addressed to the: President and CEO Manjit T. Singh Reandi

2. Barangay Certification (Residency and complaints, its nature, and status, if any

3. Diploma

4. NBI Clearance

5. Notarized Personal Data Sheet (PDS) with at least three (3) character reference with email addresses and contact numbers

PRINTED BACK-TO-BACK and DO NOT LEAVE BLANK SPACES. Write N/A if not applicable

6. Transcript of Records and/or Form 2316 (for High school graduates)

7. Copies of Training Certificates (2024 – 2020)

**LATE AND INCOMPLETE APPLICATIONS
SHALL NOT BE ENTERTAINED**

General Duties and Responsibilities

1. Timely issues billings to all leases, CUSA, utilities, water, electricity, etc.
2. Monitors all due and past due collections through systematic records.
3. Recommends actions for past due billings.
4. Prepares weekly summary of billed customers and submits copy to the collecting agent.
5. Performs other related functions assigned from time to time.

The Equal Opportunity Principle is recognized by this office, and all qualified applicants will be given consideration for employment regardless of their preferred sex or gender, age, ethnicity, religious affiliation, civil status, national origin, disability status, or any other characteristics protected by law