



## VACANCY

### Invoicing Clerk - NSW

We currently have a fulltime opportunity within AHG Refrigerated Logistics for an Invoicing Clerk to join our team based in Hoxton Park. Reporting to the Invoicing Manager, the primary duties for this role will be creating invoices and issuing them to customers correctly and in a timely manner.

Ideally, we are looking for a flexible and easy-going individual who can work well within a team, as well as the ability to work autonomously.

#### **This successful applicant will engage in a number of activities including:**

- Updating customer records as required for invoicing
- Invoicing of customers correctly and in a timely manner
- Assisting the Invoicing team as required
- Other adhoc duties as required

#### **To be successful applicant will demonstrate:**

- Good general accounting knowledge and experience
- Excellent organisational skills
- Strong written and verbal communication skills
- Intermediate level with Excel (including but not limited to Pivot table, VLookup)
- High attention to detail and a drive for accuracy
- The initiative to investigate issues and follow through on each task until properly closed out
- High levels of professionalism and a team player attitude

**Please submit all expressions of interest and applications to Chris Higgins ([chiggins@ahg.com.au](mailto:chiggins@ahg.com.au)) by Monday 12 October.**