



## **Billing / Order Processing Assistant**

Leading the LED Industry Since 1992

Leotek Electronics USA LLC., located in California's Silicon Valley since 1997, and celebrating over twenty years as an LED lighting manufacturer, is globally recognized as a pioneer in light-emitting diode technology. With millions of LED products installed worldwide, Leotek offers a substantial history of proven performance. The company manufactures innovative LED lighting products for applications encompassing traffic and transit; street and area; petroleum, convenience, grocery and retail stores.

Leotek is committed to developing emerging solid-state technology that offers greater longevity and environmental viability than traditional lighting sources, while reducing energy consumption and maintenance costs. In 2007, Leotek was acquired by Lite-On Group, a multi-billion dollar electronics manufacturing conglomerate.

### **Location:**

San Jose, CA.

### **Department:**

Customer Service

### **Summary of Responsibilities:**

Data entry operator responsibilities include collecting and entering data for both billing and order processing. Our ideal candidate has essential data entry skills, like fast typing with an eye for detail and familiarity with spreadsheets and online forms.

### **Job Responsibilities:**

#### **Billing Assistant Responsibility**

- Perform billing assistance duties in a business or corporate setting facility.
- Prepare and send invoices to clients and customers.
- Process, prepare and complete third party invoices.
- Check and issue billing adjustments to customers.
- Check, print and validate billings and invoices.
- Track, check and process delinquent invoices.
- Track, verify and mail customer refund checks.
- Perform daily closing and balancing of payments and receipts.
- Maintain and manage daily logs of transactions in an organized manner.
- Coordinate with accounts receivable and accounts payable departments

#### **Data Processing Assistant Responsibility**

- Insert customer and account data by inputting text based and numerical information from source documents
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Review data for deficiencies or errors, correct any incompatibilities if possible
- Research and obtain further information for incomplete documents
- Scan documents and print files, when needed



- Keep information confidential
- Respond to queries for information and access relevant files
- Comply with data integrity and security policies
- Backup for other customer service functions
- Entry of basic sales order
- May Address routine customer inquiries
- Any other task assigned by the Company

### **Job Requirements:**

- Proven data entry work experience, as a Data entry operator or Office clerk. Billing experience is ideal
- Experience with MS Office and data programs
- Familiarity with administrative duties
- Experience using office equipment, like fax machine and scanner
- Typing speed and accuracy
- Excellent knowledge of correct spelling, grammar and punctuation
- Attention to detail
- Confidentiality
- Organization skills, with an ability to stay focused on assigned tasks
- High school diploma; additional computer training or certification will be an asset

### **Competencies**

- Detailed oriented
- Capacity for technical product knowledge.
- Personal effectiveness/credibility
- Thoroughness/Attention to Details
- Collaboration Skills
- Communication Proficiency
- Flexibility

Leotek Electronics USA LLC has work environment that promotes diversity, equal opportunity, embraces change, and provides leadership opportunities to its talents.

If you are looking to make a move and are highly motivated professional who welcomes new challenges, take a look at our career page by visiting [www.leotek.com](http://www.leotek.com).