

LG Jobs 2023 – All India Jobs – Receivable Clerk Post

Hiring organization
LG

Job Location

India
Remote work from: India

Date posted
August 21, 2023

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Valid through
31.12.2023

Base Salary

USD 15,000 - USD 24,000

APPLY NOW

Qualifications

12th Passed & Graduate

Employment Type

Full-time

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Description

LG Recruitment 2023

The Receivable Clerk is responsible for maintaining the accounts receivable records for LG. This includes processing customer payments, generating invoices, and resolving billing discrepancies. The ideal candidate will have strong analytical and problem-solving skills, as well as excellent customer service skills.

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LG Jobs Near Me

Responsibilities:

- Process customer payments by recording cash, check, and credit card transactions.
- Generate invoices and account statements.
- Perform account reconciliations.
- Maintain accounts receivable files and records.
- Investigate and resolve any irregularities or enquiries.
- Provide customer support by answering questions about invoices, payments, and billing terms.
- Other duties as assigned.

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LG Careers

Skills and Qualifications:

- High school diploma or equivalent.
- 1-2 years of experience in accounts receivable or a related field.

- Strong analytical and problem-solving skills.
- Excellent customer service skills.
- Proficient in Microsoft Office Suite (Excel, Word, Outlook).
- Attention to detail.

Important Links Ability to work independently and as part of a team. **Find the Link in [Apply Now](#) Button**

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