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| Job Title: | Billing Coordinator | Job Category: | Insurance |
| Location: | Paris, KY | Travel Required: | None |
| Level/Salary Range: | $20,000-$42,500 | Position Type: | Full-Time |
| HR Contact: | Kyinsurancejob@gmail.com | Date Posted: | 1/8/2021 |
| Job Description |
| **Full Job Description****We are seeking an Billing Administrator to join our team! You will perform clerical and administrative functions in order to drive company success.****Responsibilities:****-Draft correspondences and other formal documents****-Coordinate data entry, billing, and monthly reports****-Greet and assist onsite guests****-Answer inbound telephone calls****-Develop and implement organized filing systems****-Perform all other office tasks****Qualifications:****-Previous experience in office administration or other related fields****-Ability to prioritize and multitask****-Excellent written and verbal communication skills****-Strong attention to detail****-Strong organizational skills****-High School Diploma or above****Candidates must be willing to submit to a drug test.****Compensation is based on relevant experience and qualifications.** |