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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](mailto: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.** | | | |