



MILLINGTON, TN • LITTLE ROCK, AR

Hi-Speed Industrial Service, a growing, best in class industrial service company, is currently looking for a capable, experienced Job Cost/Customer Billing Specialist to join its Administrative Team.

Hi-Speed requires a dedicated, thorough and very special Administrative Team to enable the company to achieve the level of excellence that has kept us in business for over 70 years!

Hi-Speed is a highly technological, metrics driven company that derives its success from top notch customer service, setting company and individual goals, and analyzing results on a timely basis.

We offer a great place to learn and grow - 401K and Medical Benefits Package - Variety of Employee Incentive Opportunities - Vacation - Paid Holidays - Employee Education Reimbursement Plans - Office Hours - Benefits of working for a Private Owned Business

### **Daily Invoicing and Cost Accounting Analysis**

- Review all customer purchase orders upon receipt. Communicate any customer payment terms with the Senior Administrator if not in our prior agreed or standard credit terms.
- Verify the accuracy of data by analyzing purchase orders, tickets, and job cost/labor costs before posting invoices.
- Work with Service Coordinators and Inside Sales team to acquire necessary backup for complete and accurate billing. Includes gathering required billing backup copies of material invoices, pick tickets, subcontractor invoices, time and material tickets, proof of delivery, etc. to ensure complete job and sales order files.
- Maintain digital and physical job and sales order files.

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Millington, TN 38053  
P. 901-873-5300  
F. 901-873-5301

6812 Lindsey Rd.  
Little Rock, AR 72206  
P. 501-375-9178  
F. 501-375-4254

- Assess and pursue opportunities for maximization of customer billing; communicate with the Senior Administrator, as to your observations and actions taken.

### **Customer Relationship Building and Problem Solving**

- Where appropriate, reach out to customers in an organized and professional manner to request purchase orders for service billings related to post completion time and material jobs.
- Provide exceptional customer service and answering questions through the billing process. Quick resolution to discrepancies or issues between customers and the company is mandatory.

### **Reporting and Team Duties**

- Participate in daily and weekly meetings with a high degree of preparation to go review billings progress, job completions, issues with billings, lack or incorrect customer PO's, and any escalated collection issues
- Assist with the quarterly WIP reporting as directed by the Senior Administrator and CFO.

### **Other Duties - (not Limited To)**

- All Administrative job duties - as needed such as answering multi line phones, greeting guests, processing mail, filing, document creation, etc.
- Additional miscellaneous duties to support Administrating and Management Team project needs