**JOIN OUR TEAM**

**WE’RE HIRING!**

All West Communications is hiring a full-time Billing Specialist to work in our Kamas, UT location. This position is responsible for billing-related functions:

* Initiating customer bills
* Auditing service orders to ensure accuracy
* Assisting Customer Service Representatives with service orders
* Updating rates and taxes in the billing system
* Completing billing-related reports
* Collecting data for, and running compliance reports

Requirements:

* Willingness to learn
* Great attitude
* Excellent computer skills
* Ability to problem solve
* Enthusiasm for technology
* High school diploma or equivalent
* 1+ years customer service experience
* 2-3 years experience with billing software
* Previous telecommunications experience strongly preferred
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