

BOMET WATER & SANITATION COMPANY LTD
RECRUITMENT OF BILLING CLERK

REPORTS TO: BILLING CLERK.

Bomet Water & Sanitation Company is one of the appointed Water Service Provider with mandate of ensuring improved accessible and equitable distribution of available high quality water to its customers within its area of Jurisdiction.

The company seeks to recruit dynamic, innovative and experienced individuals to fill the following position:

BILLING CLERK

Job Responsibilities:

- Ensure timely, complete and accurate billing for services
- Establishing and maintaining system for positive customer relations
- Ensure all new connections are captured in the billing system
- Production of required reports e.g. disconnection list, billed customers, unbilled customers.
- Attend effectively to customer complaints
- Perform any other duties that may be assigned by the supervisor from time to time

Requirements for the Billing Clerk's Job:

- At least CPA I or equivalent accounting qualification or Diploma in Business Management/ Administration with knowledge of accounts will be an added advantage.
- At least 2 years working experience in a similar capacity.
- Must possess impeccable computer skills e.g. Excel, Word, Power point, Internet etc. Must be Self-driven and motivated to meet strict deadlines and able to multi-task.
- Must be Customer oriented with good communication skills.
- Excellent presentation, organization, networking and collaboration skills.
- Must have a high degree of integrity and dependability

Terms & Conditions of Service

- Permanent and pensionable

If you believe you possess the above qualifications and attributes, provide your written application enclosing your CV and copies of certificates to the undersigned by 27th June 2019.

The Managing Director,
Bomet Water Company Ltd,
P.O. Box 588-20400,
BOMET.