WORK VAPOR

Job Link: https://workvapor.in/jobs/billing-executive-%e2%82%b920000-%e2%82%b925000-in-cochin/

BILLING EXECUTIVE – ?20,000–?25,000 IN COCHIN

BASE SALARY

INR 20000 - INR 25000

DESCRIPTION

Job Role: Billing Executive

Company: Vieroots Wellness Solutions Pvt Ltd
Location: Cochin
Work Mode: In Person
Salary: ?20,000–?25,000 per month
Department: Accounts / Finance
Reporting To: Accounts Head
Industry: Wellness & Healthcare
Key Work: Billing, Invoicing, Payments and Reconciliation

Contact Details:
WhatsApp: 9778415150
Email: hr@vieroots.com

Vieroots Wellness Solutions is hiring a **Billing Executive** for its Accounts/Finance team. The role covers billing, invoice records, payment follow-ups and reconciliation.

Key Responsibilities

- Prepare invoices, bills and receipts.
- Verify prices, discounts and payments.
- Maintain billing and invoice records.
- Follow up on pending payments.
- Resolve customer billing issues.
- Coordinate with Accounts and other teams.
- Assist with cash, card and online payment reconciliation.
- File billing documents on time.

HIRING ORGANIZATION

Vieroots Wellness Solutions Pvt Ltd

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Cochin, India

How to Apply

Send your details to **hr@vieroots.com** or WhatsApp **9778415150**.