



Supplier Billing Coordinator

AIA partners with promotional product distributors and provides them with the professional services they need to run efficient and profitable businesses. We enable distributors to work smarter, save time, and free up resources to focus on professional and personal goals.

The Supplier Billing Coordinator will support AIA by building and strengthening relationships between suppliers and the AIA community by managing and responding to inquiries related to Supplier Relations in a way that drive mutual success and fosters positive, influential relationships. In addition, the maintain supplier system information, researching and resolving problem invoices, requesting missing invoices, and updating order status.

Supplier Billing Coordinator Responsibilities:

- Work closely with Owner Experience and Owner Success to resolve supplier disputes and/or concerns
- Coordinate and resolve supplier problem invoices
- Assist with disputed invoices and obtain credit memos from suppliers when needed
- Utilize the tools at your disposal to provide product sourcing suggestions from requests sent via email, phone, or B2B collaboration platform, Workplace
- Request missing supplier invoices
- Resolve billing backlogs to meet backlog aging targets
- Proactively notify Client Experience Specialists and Client Success Managers of pushed costs
- Maintain and update all systems of record for all Supplier Information and follow up with suppliers for any missing information

Supplier Billing Coordinator Requirements:

- Minimum of two years' experience in customer service field or within the promotional products industry, preferred
- Bachelor's degree, preferred
- Experience working with suppliers, preferred
- Proven experience working with Microsoft Office, G Suite preferred
- Self-starter with the ability to manage tasks with little to no supervision

If you are interested in the position, please send your resume to Samantha@hrconsultingpartners.net with the subject line "Supplier Billing Coordinator-AIA".