

# Associate Processor Job Description

Our company is growing rapidly and is hiring for an associate processor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for associate processor

- Work closely with other departments in line with service needs
- Carry out other adhoc tasks as required meeting business needs
- Act as primary contact on management of all usage based billing mailboxes and cases and provide response and resolution to emails and cases per Agreement terms within Service Level Agreement (SLA) timeframes
- Analyze data and reports for accuracy and make corrections as needed
- Generate reporting as requested related to primary functions
- Monitor consumption, overage and expired trials with active usage
- Process customer information updates, credit transactions, document requests, and other administrative duties as required
- Complete additional projects and tasks related to Revenue Operations as they arise
- Load / unload trucks confirming cylinder quantities, styles and product mix
- Cover the pipeline of teammates who are out of the office due to approved vacation, leave of absence, sick leave

## Qualifications for associate processor

- Associate's/Bachelor's desirable
- Willingness to obtain Class A or Class B CDL and applicable endorsements
- Claims processing experience is strongly preferred
- Must be willing to work on 12 hour shift rotation (Days and Nights)
- Must be willing to work 2nd Shift (M-F)
- Knowledge of computers and the ability to learn new and complex computer systems

# Associate Word Processor

**Léo Pomar**



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