



A joint venture between Rolls-Royce, Hong Kong Aero Engine Services Limited & SIA Engineering Company

COMMERCIAL ASSISTANT (BILLING)

Responsibilities

- Prepare billing of work done in accordance to contractual requirement
- Prepare debit and credit notes
- Prepare estimates of billing to customers
- Update catalogue prices for billing
- Verify and review accuracy of billing details

Requirement

- Diploma in Engineering/ Business/ Accounting
- Experience in billing will be an added advantage

(Only short-listed candidates will be notified)