



خدمت تيكنيكل دراج بروني  
Royal Brunei Technical Services

Job Code	REC.2021/05:MSC
Job Title	Billing and Revenue
Department/Unit	Logistics – Medical Supply Chain

**Responsibilities:**

- Extract demanded item information from BruHIM system to Excel for billing.
- Print out summary price list for approval prior to sales order creation.
- Check price list from BruHIM system on various batch numbers.
- Compile completed billing documents and dispatch to Finance Department.
- Update master data on billing progress.

**Requirements:**

- Diploma in IT or relevant fields.
- Minimum one (1) year experience managing inventory for a pharmaceutical or manufacturing company is preferred.

**Key Competence Required:**

- Collaborative work style.
- Decision making skills and ability to take proper actions in difficult situations.
- Strong planning and clerical skills.