



Auditor Job Description

Analyze billing data to determine client savings and work directly with parcel carriers to prepare reports concerning audited items.

Requirements

- Effective communication skills
- Knowledge of Microsoft applications (Word, Excel, Access and Outlook)
- Emphasis on Advanced Excel and Access skills
- Organized and efficient
- Ability to work in a team
- Effective time management and awareness of deadlines
- Morning and/or afternoon shift availability
- Ability to be persuasive
- Good phone skills
- Ability to multi-task
- Competent with basic office machines (printer, copier and fax)

Duties

- Understands the data contained in individual client reports
- Calls parcel carriers to make live adjustment to client bills via Shipper Caused Exceptions (per auditing manual)
- Utilizes the parcel carriers' websites to obtain shipping information
- Works towards and meets weekly and monthly savings goals
- Maintains a weekly task schedule
- Other duties as assigned

Reporting Structure

- Reports to Managing Partner

Salary/Wage Level

- Level I