



JOHN S. CONNOR
GLOBAL LOGISTICS
EST. 1917

EMPLOYMENT OPPORTUNITY

Billing/Receivable Specialist

Full-time Position in Global Logistics

Get to Know Us:

A career with **John S. Connor Global Logistics** is an opportunity for personal and professional growth. In today's exciting logistics field, your contribution will play an important role in the continued success of our esteemed customers. Founded in 1917, we are a leading provider of supply chain and logistics services, customs brokerage and transportation for global importers and shippers. Headquartered in Glen Burnie, Maryland, with ample free parking - convenient to light rail transportation.

Company Culture:

At John S. Connor, our success is powered by people and technology. We believe that every customer deserves peace of mind, provided by a comprehensive logistics strategy and a robust technology platform. Our culture and customer-focused mission assures that your contribution will be recognized and rewarding. We encourage employees to be engaged, inspired and diverse. Success is celebrated and integrity is at the core of our values.

Summary of Position:

- Monitor progress of jobs.
- Create billing packets.
- Apply customer payments.
- Post job related costs to jobs.
- Work with customers to collect bills and resolve any billing discrepancies.
- Other duties as assigned by management.
- Monitor work in progress.



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- Cross train in all departments.

Skills & Qualifications:

- Excellent organization skills and attention to detail
- Proficiency in Microsoft Office Suite or G-Suite
- 2-5 years Accounts Billing/Receivable experience preferred
- Bachelor's degree preferred

Benefits Offered:

- Competitive health plan options
- 401K and profit sharing
- Vacation and PTO programs
- Education assistance
- Casual working environment

At John S. Connor, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and team members. We are a smoke and drug-free workplace and ADA compliant as applicable.

Interested in Applying?

Email careers@jsconnor.com

799 Cromwell Park Drive
Glen Burnie, MD 21061



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