



PacificLight Power Pte Ltd is a Singapore based integrated energy company that strives to be a one-stop energy partner for businesses. It is a highly valued investment by two international corporations – FPM Power Holdings and PETRONAS Power Sdn Bhd. Our power plant, which houses a state-of-the-art 800 MW natural gas fired combined cycle facility has been supplying electricity via our subsidiary company, PacificLight Energy Pte Ltd, to Singapore consumers since 2013.

We are looking for candidates who are committed, talented and possess the needed passion to be successful in his/her job to join our team of experienced professionals. PacificLight strongly believes in developing our people through training and a performance-based reward system.

Officer / Executive - Billing, Settlement and Credit Control

Near Jurong East MRT Station

Responsibilities:

- Generate customer invoices, credit/debit note and posting entries in the billing system under the Retail Department.
- Investigate billing discrepancies and implement corrective actions.
- Supporting customer service and sales to clarify any customer's enquiries pertaining to the invoices.
- Perform credit control and prepare aging report on monthly basis.
- Work with functional groups and IT staff to improve the current billing processes.
- Ensure proper documentation of new operational process/workflows.

Requirements:

- Degree or Diploma in Accountancy or Business or equivalent.
- Ability to perform code changes in Microsoft Excel using VBA and/or in Microsoft Access will be an advantage.
- This role invites people who share values in service excellence and integrity, possess a positive can-do working attitude, be self-motivated, independent with good initiative.
- A team player with good interpersonal and communication skills, achievement oriented and able to build and foster a positive team environment.
- Minimum 1-3 years of relevant experience, preferably in electricity retail business.
- 5-days work week.

Interested applicants, please forward your detailed resume with enclosed photograph including your last drawn salary, expected salary and availability to HR.SG@pacificlight.com.sg

Please indicate the position that you are applying on the subject.

(All applications will be treated in strictest confidence. We regret that only shortlisted candidates will be notified)