

**Date:** April 2021

**POSITION:** Environmental Business Unit Administration & AR Assistant

**DUTIES AND RESPONSIBILITIES:**

- Satellite Data billing (including uploading invoices on the various client portals)
- Equipment sales billing
- Setting up new clients and contracts
- Setting up PO's for Cost of Goods/Services
- Manage Client billing inquiries
- Manage and document Client account collections through GOREL collection tool
- Support to the Satellite Tracking department
- Support to the Accounting department to respect the task separation in Lanham's office (Check deposits)

**QUALIFICATIONS:**

- Associates degree in Accounting or a related field is desired, but not required
- 3-5 years of Billing or related office work experience
- Good working knowledge of Microsoft Office products (Excel, Word & Outlook)
- Very detail oriented and thorough in work habits
- Very organized
- Good business writing skills
- Confidence to work independently, but also work well within a team environment

**GENERAL INFORMATION:**

- Full-time, 32 hour per week, salaried position
- Benefits package includes an above market 401(k) and health insurance plan and vacation policy
- Position will be based in our Lanham, MD office

Individuals who succeed at Woods Hole Group are pleasant, hard-working, self-starters who share our passion for innovation and commitment to high quality work. Further information about the company:

[www.woodsholegroup.com](http://www.woodsholegroup.com)

If this opportunity matches your experience and career visions,  
please send resume outlining education, work experience and salary history to:

**The Woods Hole Group, Inc.**  
**4300 Forbes Boulevard, Suite 110**  
**Lanham, MD 20706**  
E-mail: [adminassistant@whgrp.com](mailto:adminassistant@whgrp.com)

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