



Logistics – Settlement Assistant

To start work November 2018

Date: July 9, 2018

Reports to: Logistics Senior Manager

Location: Dalton, GA

Classification: Salary

SUMMARY

The Logistics – Settlement Assistant is responsible for payment processing for carriers or logistics companies, data management and analysis, and maintaining KPI to ensure timely and cost effective delivery of products and materials. This individual is also responsible for detailed analysis and studies designed to support key business decisions and to improve process.

RESPONSIBILITIES:

- Perform daily DO receipts; review to ensure quantity and prices on DO match with relevant document, and enter all DO receipts' data on system accordingly; coordinate with factory and logistics team members or 3PL to collect required documents, validate accuracy on all necessary information such as item codes, quantities, pricing, and etc.
- Review and match all invoices for appropriate documentations (such as purchase orders for invoices, receipts for employee expense reimbursement claims, and etc.) to assure accuracy, obtain approvals prior to all payments as needed, prepare for system entry accordingly.
- Input all invoices in ERP system and ensure accuracy of all data.
- Timely entry, audit, resolution, and payment approval of freight invoices.
- Update and maintain accurate data on the system on timely manner.
- Research statements for any discrepancy, coordinate with internal departments in gathering relevant documents, adjust data on system as needed.
- Transportation payment analysis, modeling and reporting.
- Prepare and maintain all accounts payable reports, spreadsheets and company accounts payable files.
- Interact with logistics companies to resolve payment issues.
- Maintain and update the carrier rate database and other associated tables and guides.
- Generate and analyze KPI reports and provide corrective actions as needed.
- Communicate with 3PL/Carrier/Client to recover claim payments, review declines if valid.
- Maintain files and documentation thoroughly and accurately in accordance with company policy and accepted accounting practices.
- Adhere to the policies and procedures of Hanwha Q CELLS.
- Perform other duties and special projects, as assigned by management.

**REQUIRED QUALIFICATIONS**

- Associate's degree or equivalent in related field
- 2+ years of supply chain operations with logistics experience
- Strong knowledge of account payable practices, general office procedures, and accounting policies
- Assertive, able to cope with pressure, a team player

PREFERRED QUALIFICATIONS

- Experience in transportation, warehouse or customer service environment.
- Proficiency in Microsoft Excel, Word, and PowerPoint
- Proficiency in accurate data entry skills
- Good written, verbal and interpersonal skills

Hanwha Q CELLS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.