Billing and Payment Coordinator with SPANISH

On behalf of our client, an international global corporation, famous for it`s industry-leading technology, we are currently seeking a motivated specialist for the role of:

Billing and Payment Coordinator with SPANISH

Main responsibilities:

- Collecting data from various sources in order to do billing, invoicing on time.
- Idenifying system issues and logging Solution Manger tickets to resolve.
- Ensuring business targets on billing completeness, quality and timeliness are achieved.
- Escalate, to the next level, any unresolved billing issue' s in a timely manner.
- Taking preventive actions in order payment delays do not occur.
- Working with Excel, Word, PDF, SAP.
- Maintaining relationship with B2B clients.
- Ensuring compliance with Business Rules and corporate guidelines.

Your profile:

- Excellent SPANISH.
- Working level of English.
- Previous experience in international environment/ administrative/ billing or other.
- PC literacy, particularly in MS Office.
- Customer focused orientation and excellent analytical and problem solving skills.

The offer:

- Excellent remuneration package along with bonus system.
- Professional and positive working environment.
- Opportunities for professional development.
- Great office view.

#Испански #Фактуриране #Плащания #B2B #Финанси

If you meet all the requirements and are interested to discuss the opportunity, please send your CV to **ksenia.smagina@adecco.com**.
Only successful candidates will be contacted. All applications will be treated in strict confidentiality.

Recruitment license from National Agency of Employment N=1814