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Invoicing and Administrative Responsible

Description

For one of our major clients – a leading global manufacturer of electrical devices and provider of related services – we are looking for an **Invoicing and Administrative Responsible**, who will be responsible for all aspects of the day-to-day Order Management and the Invoicing process.

Location: Brussels

Responsibilities

Your primary task as an **Invoicing and Administrative Responsible** will be to provide oversight over the end-to-end Order Management process, ensuring that clients' demands are fully met and that the entire process flow is carried out accurately, in a timely manner, and in line with company policies and procedures.

Key roles and responsibilities:

- Manage the daily workflow of the billing, sales/service order processing and invoicing
- Examine with due care all incoming clients' Purchase Orders and make sure that all data received are accurate, and in line with payment conditions
- Ensure that each Purchase Order is validated in accordance with the relevant procedure (all documents and approvals provided, all checklists filled-in, and credit/risk assessment performed) and properly recorded in ERP system (SAP)
- Ensure that Service Contracts and Service Orders are prepared and executed in accordance with related POs and the scope of work
- Monitor and evaluate the pricing and invoicing process in close cooperation with the finance department, and troubleshoot any possible issues
- Coordinate the process flow subsequent to issuing the Service Order and the Invoice with attention to detail and in close collaboration with all relevant stakeholders – client, planners, technicians, sales and customer service teams, forwarders, suppliers, project managers, subcontractors
- Ensure the appropriate level of financial control over the processes, systems, and personnel to minimise the risk of error
- Analyse and check the availability of stock and inventory lead time; provide relevant reporting as required; recommend process improvements
- Maintain good relationships and communicate effectively with all internal and external stakeholders and partners, and make sure to provide them with all relevant information in a timely manner
- Provide technical assistance to all parties involved and organise training sessions as required

Qualifications

Technical skills and experience:

- A relevant degree
- Fluency in Dutch or French + good knowledge of English
- Practical experience in similar positions in the field of sales administration
- Good knowledge of and experience with MS Office Applications, esp. SAP

Employment Type

Full-time

Duration of employment

CDI

Industry

Energy and automation

Job Location

Brussels

Date posted

14 June 2022

Valid through

07.10.2022

- Good understanding of the order management process and invoicing
- Ability to communicate effectively at different levels

Other competencies and qualities:

- An entrepreneurial and flexible person, with a structured approach to work and a positive attitude
- Strong communication and analytical skills
- Strong problem-solving and organisational skills
- Detail orientation and client focus
- Ability to work independently and as part of a team
- Proactive, responsible, and open-minded personality
- Ability to respond effectively to pressure and stress

Job Benefits

- A full-time employment contract
- A full and competitive compensation package with a wide range of advantages: attractive fixed salary, annual bonus, group and hospitalisation insurances, monthly fixed expenses, meal vouchers...
- Flexible home working option
- Continuous learning and development opportunities (access to internal L&D programmes, learning on the spot, training sessions) and access to the internal mobility program