

Order and Invoicing Specialist

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Company: SnaPhunt

Location: Oslo

Category: office-and-administrative-support

The Offer

Opportunity within a company with a solid track record of performance

Join a market leader within the Accounting Industry

Leadership Role

The Job

Key Tasks:

Enter new customers into various programs with up-to-date information

Ensure that queues in ServiceNow regarding orders/new customers are by the agreement

Ensure that invoicing is completed within the group's deadlines or notify the manager in case of deviation

Maintain customer register

Maintain regular subscriptions - create, change and regulate

Invoicing customers according to various bases to given deadlines - both fixed agreements and variable

Approve cost invoices according to goods/services sold

create different invoice bases according to customer requirements

Commission processing

Different reporting both internally and externally

Order internal services

Support for operations Special tasks (tasks that are not permanent are noted)

Create/post subscriptions according to work routine

Post-entered invoice basis according to invoice deadline

Accounting/approving cost invoices (external transfers, external service)

Maintain prices

The Profile

Quality conscious and accurate

Ability to work together – teamwork (queue system)

Positive and committed

Solution-oriented

Manage busy days

Excel knowledge

Advantage with experience from Axapta, ServiceNow

Relevant subject/course/skills: Experience in AX2012

The Employer

Our client provides technology consulting services throughout Europe, USA and APAC, and we pride ourselves on our highly professional and service focused approach. Our unique value proposition of being better, faster and less expensive is compelling to our clients, most of whom regard us as a long term partner helping them to achieve their business objectives.

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