1099 3704 B2B Controlling Assistant (m/w/d) Would you like to reach the next level in your career? At matching, you have the opportunity to continuously develop yourself with well-known customers - across all industries. Take the decisive step in your career today and apply to us as a <Job>.  
  
Your tasks:  
  
  
• You are responsible for processing debit notes in the company's own claim system&nbsp;  
• Processing and allocation of the internal budget  
• Checking the content of the debit notes and obtaining the necessary documents  
• Communication with involved internal departments and contact persons&nbsp;  
• Database maintenance and administrative activities in the cores system  
<br>  
  
Your profile:  
  
  
• You have successfully completed commercial training&nbsp;  
• You already have at least 2 years of professional experience in the relevant area  
• Very good knowledge of Excel and experience in using ERP systems&nbsp;  
• Fluency in written and spoken German and English&nbsp;  
• High affinity for numbers, presentation skills and communicative nature  
  
We offer:  
  
  
 - Your personal development is important to us. Continuous development and support talks are our promise to you  
  
 - We always look after and support our employees through a personal contact person from our human resources team  
  
 - We offer exciting and challenging projects from all over the world of engineering, IT and all interfaces in the field of business administration - in the largest branches of industry in Germany  
  
 - matching is a tariff partner of the BAP. We stand for fair, transparent and above-tariff remuneration and offer our employees security and prospects through our permanent employment contracts  
  
 - with our corporate culture, which is based on honesty, transparency, personal support and commitment, we guarantee cooperation at eye level - right from the start  
  
   
  
We are...  
  
  
...as an owner-managed family business known for first-class services in the field of technology and business administration. Our name expresses what is important in all technical sectors and tasks: Bringing together the right experts in the fields of business administration, mechanical and plant engineering, automotive industry, electrical engineering, aerospace and IT to achieve the goals of our candidates, employees and customers to realize.  
   
With over 10 years of expertise, we know your industry inside out and know what satisfied and motivated employees want.  
   
Apply to us directly using our application form in our job portal.  
   
Our recruiting team will be happy to answer any questions you may have about the position or general questions about the application process. You can reach us by phone at: 06182 / 960830-0. Business economist (university) matching Engineering is an owner-managed family business and stands for first-class engineering and IT services.  
  
Our name expresses what is important in all technical sectors and tasks: Bringing together the right experts to achieve the goals of our candidates, employees and our customers.  
  
We offer our employees and customers a maximum of flexibility, reliability, planning and legal certainty as a tariff user according to BAP. An excellent basis for successfully developing the future together with matching Engineering! 2023-03-07 15:52:47.915000