4346 6951 Employee order processing billing (m/f/d) - International group in the growth industry|Attractive salary and permanent position  
  
company profile  
My customer is an intonational chemical company and is looking for an order processing employee (m/f/d) as soon as possible.  
  
area of ​​responsibility  
  
- Creation of all outgoing invoices and credit notes  
-Control and posting of incoming goods invoices  
-Control and posting of utility bills  
- Monitoring and filing of export certificates  
- Coordination with suppliers, freight forwarders, customers and service providers  
- Correspondence and communication in German and English  
  
requirement profile  
  
- Completed commercial training or professional experience  
- good organizational skills  
-first work experience  
-Number affinity  
- conscientious work  
- Confident mastery of the MS Office package and in particular of SAP  
  
Compensation Package  
  
-permanent permanent position  
-family atmosphere  
- Possibility of working from home on a daily basis  
-Flexible working hours  
-Good connection to public transport  
-Advancement Opportunities  
-Payment of holiday and Christmas bonuses  
-Subsidy for company pension scheme sales clerk None 2023-03-07 15:59:27.928000