6936 9541 Employee receipt entry (m/f/d) - remote possible Adecco offers you exciting job opportunities in well-known companies from a wide variety of industries. Would you like to make a career change? Then apply to the world's largest personnel service provider.  
  
For a well-known customer from the heart of Saxony we are now looking for a part-time / full-time position  
This position is to be filled as part of temporary employment.  
  
Employee receipt entry (m/f/d) - remote possible  
  
Your tasks:  
 • You record the receipts/incoming invoices  
 • You compare the original receipts with the digital receipts  
 • You transfer the original receipts to the EDP  
 • You are responsible for maintaining and entering the master data  
 • You correspond with the responsible specialist departments  
  
Your qualifications:  
 • You have completed commercial training  
 • You have a high affinity for numbers  
 • You work precisely and conscientiously  
 • Good MS Office skills and a high degree of teamwork complete your profile  
  
What she expects:  
 • You can look forward to a safe and informal job  
 • You will enjoy a tailor-made and personal induction  
 • You will receive far-reaching further training offers  
 • Special payments such as Christmas and holiday bonuses are just as much a part of your salary package as performance-related remuneration  
 • You also benefit from other exciting benefits  
  
Then we should definitely get to know each other! Please send us your CV preferably via our online application platform or via the email address below and we will get in touch with you.  
  
We welcome applications from people who contribute to the diversity of our company. IT clerk None 2023-03-07 16:04:46.957000