

Recruteur	
Référence	18D1541338537
Titre de l'offre	BILLING OFFICER M/W
Description de la mission	<p>Involvement the monthly invoicing & follow up:</p> <ul style="list-style-type: none"> - Collect & record billing documents (timesheets/purchase orders) - Generate and send out invoices - Maintain accounts receivable client's files & record - Help on resolving payment discrepancies & collecting unpaid invoices - Interact with clients, business teams & consultants via phone & email - Assist with month-end closing
Type de contrat	CDI
Télétravail	Non spécifié
Client	ALTEN Belgium
Description de la société	<p>Looking for a thrilling challenge? Want to have a real impact on tomorrow's technologies? Boost your career and join an international environment !</p> <p>We are part of ALTEN Group, European leader in Technology Consulting and Engineering. Our 24 000 top engineers are working on various activities linked with industry, life sciences and information technologies across 20 countries around the world.</p> <p>Working closely with the best companies in Belgium, we keep growing and aim to reach a 1000 consultants community in 2019.</p> <p>If you are up to the challenge, then keep on reading, and discover the amazing opportunity below!</p>
Localisation	Bruxelles
Pays	Array
Description du profil	<p>Education and Experience</p> <ul style="list-style-type: none"> - Diploma in management, administration, accounting or related fields - Ideally first experience in billing - Good knowledge of Excel - French speaker, with fluent English <p>Key Competencies</p> <ul style="list-style-type: none"> - Organized & rigorous, you are able to respect strict deadlines - Team member & helpful, willing to improve processes - Good verbal & written communication skills - Sense of urgency & problem solver
Expérience	Débutant (-3 ans)