

Invoice Administrator

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Company: Huawei Telekomünikasyon Dış Ticaret Ltd

Location: İstanbul

Category: other-general

Adaptation and implementation of the Employee Reimbursement process: Adapt the Employee Reimbursement process to local personalized business scenarios, and output the personalized process and operation guide. Hands are raised in time in non-standard scenarios.

Invoice receiving and management:

Receive invoices and related documents: Receive invoices/receipt and related payment documents submitted by employee.

Check invoices and related document: Ensure the received document is the original version and check the accuracy and completeness; Check whether the expense claim meets the local external compliance requirements, and uploaded necessary document.

Archive original document: responsible for the accuracy, timeliness and completeness of archiving the received physical documents

Abnormal problems solving: Manage and solve the problems during daily work, and find long term solutions.

Requirements

Operation requirements related to the AP and other invoice operation systems (we provide training).

Basic Word/Excel skills

Process execution capability of the company, and be able to execute tasks according to process requirements and standards.

0-2 years experience

Strong sense of responsibility and careful work

Careful work, ability to communicate and solve problems cross dept

Good command of English.(Speaking, reading, writing)

Remark: Please provide English CV.

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