

Turkey Jobs Expertini®

Operations Coordinator - Media Localization

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Company: SDI Media

Location: İstanbul

Category: other-general

Operations Coordinator - Media Localization

Istanbul

10/13/2023

Role Type:

Full time, Perm

10:00 - 19:00

Office based position: Kadıköy - Istanbul

Role purpose/ summary:

The Operations Coordinator at Iyuno Turkey is a pivotal role responsible for ensuring the seamless operation of financial and operational tasks within our dynamic media localization company. Reporting to the Managing Director, this position plays a crucial role in supporting the day-to-day activities of the organization, particularly in invoicing, payment management, and overall operational efficiency. This role is situated within the Finance and Operations department, which is central to the company's success by safeguarding financial integrity and facilitating the smooth execution of projects.

Key supporting values & behaviors for the role:

Understanding Client Needs

Commercial Excellence

Strategic Thinking and Planning

Agile Delivery

Responsibilities:

Receive project information from Project Managers (PMs) including Purchase Orders (POs).

Ensure the accurate and timely recording of project details in our system.

Generate and send invoices to clients based on project completion.

Record these transactions in the NAVISION system and close payment lines.

Monitor client invoice payments to ensure they are received on time.

Maintain a comprehensive record of received invoices.

Prepare transfer notices for payments and execute them.

Create monthly payment lists for talent and translators and communicate them with the relevant individuals.

Follow up with talent and translators to ensure the timely and accurate submission of their invoices and Statements of Monthly Media (SMMs).

Verify the correctness of invoices and SMMs.

Proactively anticipate potential cash flow issues and communicate these to the management.

Assist in the preparation of cash flow projections.

Prepare payment lists for employees based on payroll information received from accountants.

Ensure that all employees sign their monthly payslips.

Collaborate with the accountants to stay informed about monthly tax obligations.

Factor in tax payments in cash flow projections.

Implement a purchase invoice approval system to cross-check and approve non-talent/translator purchase invoices.

Ensure that all necessary approvals are obtained for expenses.

Skills and experience required:

Strong attention to detail and excellent organizational skills.

Proficiency with financial software and tools, including NAVISION or similar accounting software.

Advanced Ms Office skills; especially Ms Excel.

Fluent in English, both written and verbal, to effectively communicate with international clients and partners. Native level of Turkish language.

Higher education degree in a related field (e.g., finance, accounting, business administration).

Demonstrated financial acumen, including the ability to interpret and manage financial data.

Previous experience with invoicing, ideally in a corporate or financial setting.

Effective communication and interpersonal skills to work with both internal and external stakeholders.

Proactive problem-solving ability and the capacity to anticipate potential issues.

A strong sense of accountability and responsibility.

What we offer:

Great and supporting team

Stable & Long-Term: Enjoy job stability and long-term prospects

Multinational Growth: Join the global leader in dubbing and subtitling for valuable international experience.

Informal, Friendly Atmosphere: Encouraging collaboration and open communication.

Challenging, Growth-Focused: Tackle challenging tasks to foster professional and personal development.

Competitive Salary: Fair compensation based on experience and skills.

International Exposure: Collaborate globally using English in your daily work.

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