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Finance, Law & Administration

Hiring organization
FleetGO Ainring

Employment Type
Full-time

Working Hours
40

Date posted
March 6, 2025

Responsibilities

- Preparing invoices for our customers and processing related tasks
- Dunning and receivables management
- Project management including the correction of time bookings and master data maintenance
- Recording travel times and absences of our employees
- Travel expense accounting and processing incoming receipts
- Contract management and documentation of all contracts
- Key user for our CRM software VEMAS, which controls all internal processes, in particular contract management and invoicing
- Interface to external accounting and support with annual financial statements
- Preparation of and participation in audits
- Documentation and optimization of processes in your own department

Qualifications

- Business management training (preferably with a focus on accounting, controlling or a comparable qualification)
- Strong analytical thinking skills and a precise way of working
- Good knowledge of CRM systems, ideally already experience with VEMAS
- Strong communication skills and team spirit
- A structured way of working and enjoyment of documentation and process optimization

Contacts

Please send your application to **Christian Schulz.**

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