



Order and Billing Analyst

募集職種

採用企業名

日本NCRコマース株式会社

求人ID

1565203

業種

ソフトウェア

会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

外国人の割合

外国人 少数

雇用形態

正社員

勤務地

日本

給与

500万円 ~ 750万円

更新日

2025年12月10日 13:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

流暢

最終学歴

大学卒 : 学士号

現在のビザ

日本での就労許可が必要です

募集要項

Responsible for activities related with service contracts (maintenance plus cash and charge) that cover contract and equipment database handling plus invoicing process. Ensure that the necessary NCR Voyix guidelines are complied with and necessary documents are maintained as applicable for all day-to-day processes. Key interface points will include service sales and service teams. Single point of contact for customer regarding service agreement and maintenance billing.

Responsible for the following major activities:

Coordination of order processing and billing activities for Order Management contracts

Supervision and daily task management of Customer Advocate Team that oversees the following areas:

Obtaining and reviewing legal agreement for completeness of terms and conditions for maintenance billing

Maintaining of equipment database and processing, updating movements, additions and cancellations

Invoicing that covers invoice preferences and validation of revenue recognition criteria which triggers invoices in the system

Adhering to the procedures in compliance with NCR Voyix policies

Reconciliation and reporting that covers monthly verification of revenue data, providing corrections, and clarifications of reported results

Archiving and record retention in accordance with NCR Voyix policies and NCR Voyix practices

Providing internal and external audit support as requested

Qualifications:

Education: Bachelor's degree in finance, Accounting, Business Administration, or a related field.

Experience: Minimum of 3 years of experience in Order Management and Billing, preferably within a global or multinational company.

Basic Qualifications

Ability to Work collaboratively with other team members (Business Teams, outsourced OM operations plus Customer)

Strong problem solving and customer service skills

Ability to communicate well with all involved parties on different level of the process

Dedication

Strong sense of accountability

High sense of urgency

Must possess a passion for delivering excellent service and problem solving

Language: Japanese (Mandatory), English

Preferred Qualifications

Outsourced exposure or experience preferred

Global/Multi-Country experience strongly preferred

Analytical skills

会社説明