



## Order Management & Billing Team Lead Global IT Company

### Lead global order & billing operations

#### 募集職種

##### 採用企業名

日本NCRコマース株式会社

##### 求人ID

1565204

##### 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

700万円 ~ 850万円

##### 更新日

2026年02月18日 12:00

#### 応募必要条件

##### 職務経験

6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

##### **[Position Overview]**

As an Order Management & Billing Team Lead, you will play a critical role in leading end-to-end order processing and billing operations related to service and solution contracts.

This position is a key interface between customers, service sales teams, and internal stakeholders, ensuring accuracy, compliance, and operational excellence across contract booking, equipment database management, and invoicing processes.

This is a hands-on leadership role suited for professionals with strong ownership, problem-solving skills, and experience

operating in global or multi-country environments.

### [Key Highlights]

- Lead and supervise order management & billing operations
- Act as the primary point of contact for customers
- Manage global service contracts and invoicing processes
- Collaborate with cross-functional and international teams
- High-visibility role with strong accountability and impact

### [Key Responsibilities]

#### Order Management & Billing Operations

- Coordinate end-to-end order processing and billing activities
- Ensure accurate contract booking, order entry, and invoicing
- Validate revenue recognition criteria triggering invoicing

#### Team Leadership

- Supervise and manage daily tasks of the Order Management team
- Provide guidance, prioritization, and performance oversight
- Drive accountability and operational discipline within the team

#### Contract & Data Management

- Review legal agreements for billing completeness and accuracy
- Maintain and manage equipment databases (additions, movements, cancellations)
- Ensure compliance with NCR Voyix policies and procedures

#### Reporting & Compliance

- Perform monthly revenue reconciliation and reporting
- Provide corrections, clarifications, and variance explanations
- Support internal and external audits as required
- Ensure proper archiving and record retention

#### Stakeholder Collaboration

- Act as a single point of contact for customers regarding orders and billing
- Collaborate closely with service sales, service delivery, and outsourced teams
- Coordinate inputs, deliveries, and outputs to meet SLAs and deadlines

## スキル・資格

### [Required Qualifications]

- Bachelor's degree in Finance, Accounting, Business Administration, or related field
- Minimum 6 years of experience in Order Management and Billing
- Experience in a global or multinational organization
- Strong problem-solving and customer service skills
- High sense of accountability and urgency
- Ability to communicate effectively across all organizational levels
- Business-level proficiency in Japanese and English

### [Preferred Qualifications]

- Experience working with outsourced operations
- Global or multi-country operational exposure
- Strong analytical and reporting skills

### [Who This Role Is Ideal For]

- Professionals seeking a leadership role in global operations
- Candidates with strong ownership and cross-functional coordination skills
- Individuals who enjoy balancing operational execution with stakeholder management
- Bilingual professionals looking to grow their career in a global IT environment

### [Employment Conditions]

- Employment Type: Permanent, Full-time
- Salary: JPY 7,000,000 – 8,500,000 (based on experience)
- Work Location: Japan (Nationwide)
- Working Hours / Holidays: In accordance with company regulations

## 会社説明