



## Now Hiring - Invoicing specialist for a Global Company

### 募集職種

#### 人材紹介会社

Scouta株式会社

#### 採用企業名

A globally recognized retail technology and payments company.

#### 求人ID

1581617

#### 業種

旅行・観光

#### 会社の種類

外資系企業

#### 雇用形態

正社員

#### 勤務地

東京都 23区, 千代田区

#### 給与

500万円 ~ 600万円

#### ボーナス

固定給+ボーナス

#### 勤務時間

9:00-18:00

#### 更新日

2026年06月26日 14:00

### 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

日常会話レベル

#### 日本語レベル

ネイティブ

#### 最終学歴

専門学校卒

#### 現在のビザ

日本での就労許可が必要です

### 募集要項

This role sits right between refunding and invoicing — you'll be processing financial forms, handling merchant invoices and making sure everything runs smoothly on time. You'll work closely with the Finance and Sale

#### What You'll Be Doing

- Review and verify sales amounts and customer data.

- Create and send accurate merchant invoices on time.
  - Resolve payment issues and discrepancies.
  - Drive process improvements and report on KPIs
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## スキル・資格

### What We're Looking For

- 3+ years in invoicing, billing or accounts receivable.
- Hands-on and independent worker in a multinational setup.
- Strong Excel and invoicing system experience.
- Japanese fluency with business English communication skills.

Still Reading? Here is the Good Part

- Good compensation with a fixed bonus.
- Great team environment with real support around you.
- Work with overseas teams and sharpen your English along the way.
- Plenty of room to grow within the role.

Keywords: Accounts Receivable (AR), Invoice, Billing, Accounting, Administrative, Back-office, Support role

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## 会社説明