



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04月17日 00:00

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

会社説明