

Commercial employee (m/f/d) in Stuttgart, full or part time Field: order processing, invoicing

The best prospects for you at yourdata!

Are you motivated, on the ball and ready to get involved and support us and our customers? Then we might have just what you are looking for:

- A permanent employment contract and a fixed salary
- Further education and training, attractive career opportunities and flexible working hours
- Flat hierarchies, direct exchange and short communication channels
- Travel allowances/reimbursements, provision of e-bikes, contributions to the company pension scheme, great fitness offers and a clear focus on work-life-balance.
- All this in the heart of Stuttgart

Does that sound good?

Then hopefully this will soon be your new workplace: We at yourdata integrate, check, clean, deduplicate and select the customer data of our clients. For the reliable administration and billing of our customer orders, we are looking for reinforcement.

These are the tasks:

- Create quotations with the help of quotation templates
- Entering and tracking orders
- Maintaining lists for invoicing and order monitoring
- Record billing data (times, degree of completion, etc.)
- Create performance records
- Create and send invoices
- Discuss invoices with customers
- Keeping track of incoming payments
- Coordinating with our accounting department and our tax advisor
- Supporting the switchboard

What you bring with you:

- Commercial training
- Experience in managing orders and invoices
- Confident handling of MS Office, especially Excel
- Good knowledge of the German and English languages, both written and spoken

Do you work in a structured and meticulous manner?

Then we look forward to getting to know you. Please send your application to:

bewerbung@yourdata.de or yourdata GmbH, Büchsenstr. 28, 70174 Stuttgart, Germany.

Your contact person is Melanie Bernecker, phone +49 711 490 448 20.