

Established in 1920, Wallenborn Transports S.A. is a leading provider of transportation services and Europe's largest air-cargo road feeder services (RFS) operator. We are the European market leader in major EU markets, and are proud to have the most extensive European network. Wallenborn has five focus areas of road transport: air cargo RFS, road freight, secure, temperature controlled, and outside. We have offices in 11 countries throughout Europe as well as offices in the UAE, and are ISO 9001-2015 certified. Our offices in L-5365 Munsbach are currently looking for a new:

Invoicing Employee

Principle Accountabilities :

- ✓ You sort, scan and archive the transport documents
- ✓ You complete the transport files
- ✓ You control the rates
- ✓ You issue the invoices of the transport files
- ✓ You control the accuracy of the invoices before sending to the customers
- ✓ You send the invoices to the customers
- ✓ You manage all claims related to invoices (missing documents, wrong rate, etc)

Your qualifications:

- ✓ You possess an administrative or financial diploma
- ✓ You have good organization skills.
- ✓ You are able to work as part of a team.
- ✓ You speak French and English fluently, fluency in German will be considered as an asset.
- ✓ Good IT skills: familiar with standard packages: Word, Outlook, Excel.

We offer:

- ✓ An international environment full of challenges and development opportunities
- ✓ An interesting and competitive salary

If you are interested, please send your application to job@wallenborn.com