

HIRING

BILLING & OPERATIONS SUPPORT OFFICER

ERI Corporation is looking for a **Billing & Operations Support Officer** to join our Finance team in Macedonia. The successful candidate will work closely with the Senior Finance Officer responsible for Billing & Operations Coordination, **supporting the billing process of the Italian branch** and coordinating with Order Processing, Logistics and Planning.

Location: Macedonia, Bitola

Department: Finance

Reports to: Finance Manager

Daily coordination with: Senior Finance Officer

Key Responsibilities

- Manage day-to-day billing and invoicing activities;
- Prepare and issue invoices, ensuring accuracy and completeness of the relevant information;
- Check and follow up on information required for invoicing;
- Monitor the billing flow and identify potential issues or delays;
- Coordinate with Order Processing, Logistics and Planning on issues affecting the billing process;
- Support the Senior Finance Officer in the daily management of the billing process;
- Contribute to the identification and resolution of operational issues;

Training & Development

The successful candidate will receive on-the-job training and will progressively develop knowledge and understanding of:

- Italian invoicing principles and requirements;
- Main Italian VAT and fiscal principles relevant to invoicing;
- Export and transport documentation;
- The relationship between orders, deliveries and invoicing;
- Internal billing procedures and controls;

The objective is to progressively become a **reliable support and backup to the Senior Finance Officer**.

Candidate Profile

- Previous experience in **billing / invoicing**;
- Previous experience with export activities and documentation;
- Good understanding of commercial and transport documentation;
- A degree or educational background in Finance, Accounting or a related field would be considered an advantage;
- Good organizational and follow-up skills;
- Attention to detail and accuracy;
- Ability to coordinate with different departments;
- Proactive and problem-solving approach;
- Good knowledge of **English**, both written and spoken;
- Good IT skills and previous experience with ERP systems is an advantage;

Required documents:

- **Letter of interest in English**;
- Curriculum Vitae (**CV**) in **English** with a photograph;

If you are interested in this position, **please send us your documents in English** – with the subject line "**Billing & Operations Support Officer**" – explaining your suitability for the role, to our email address: hr@ericorporation.com

Shortlisted candidates will be invited for an interview.

Thank you for your interest.

