



DHL Supply Chain is the leading provider of supply chain management services across the globe, serving the consumer goods, technology and industrial products sectors with a variety of contract logistic solutions. These include distribution centre management, global inbound management of components to production lines, co-packing, and inventory management.

We are looking for a

Transaction Process Analyst

to join us

Key responsibilities :

- Carry out the end-to-end billing process activities connected to our contract logistic services
- Performing the coordination of a high volume of data from a large number of sources, and validation of this data, during the agreed deadlines cycle
- Collaborate with the suppliers of the company and ensure all data is processed that is necessary for invoicing
- Manage the monthly activity in the Oracle financial system and close/book the finalized Purchase/Sales Orders
- Raise the monthly invoices and provide them to the customers before the agreed deadlines
- Work closely with internal stakeholders (Finance/Operation team) to tackle all possible issues
- Support different departments with providing historical financial data of previous months/years
- Identifying opportunities to standardize and improve the process in order to support the meeting of the target billing timelines
- To perform issue resolution as required for validation errors

Requirements :

- Fluency in English
- College or University degree (Finance/Business/Economics degree is an advantage)
- Billing/Accounting experience is an advantage
- Oracle/SQL knowledge is an advantage
- Very strong customer focus
- Outstanding communication skills
- Good working knowledge of Microsoft applications, especially in Excel
- Being able to work accurately with short deadlines
- Excellent time management skills

What we offer :

- Possibility to improve your knowledge and skills in the field of invoice handling, excel reporting, billing processes
- Dynamic and friendly team
- Fresh graduates are also welcome, great possibility to start your successful career in the field of shared service activities related invoicing/billing
- Internal development opportunities
- Stable multinational company background
- Modern working environment
- Home Office possibility, after probation period
- Extra benefits (discounted fee to Gilda Max network, All you can move offering, fruit days)
- DHL is an equal opportunity employer
- Cafeteria system even during probation period

Location: Budapest, Könyves Kálmán körút 11. C épület (Népliget Center), Hungary

Employment: full-time position

Working hours: office hours (Monday – Friday)

Apply:

If we sparked your interest and the varied activities appeal to you, please send us your CV with short reasoning of your professional fit in our organization and the position it self to allas@allasstart.hu