



**Trizma Smartsourcing** is the leading BPTP company with headquarter in Serbia. Trizma is serving over 43 clients around the clock in 17 major international languages and operating through our cost and energy efficient state of art service locations. Our mission is to work closely with our clients in order to discover, develop and deliver services based on integrity and trust. Trizma sustainable guarantees are:

- ✓ More than 12 years of progressive long-term growth
- ✓ Direct access to leading innovative technologies and highly educated talent pool
- ✓ International delivery capabilities already supporting key clients across three continents
- ✓ ISO-9001 certified quality standards of operation in a every single business account
- ✓ Regional proximity and business practices expertize guaranteeing client satisfaction

## Invoicing Specialist

### **Position Summary & Key Areas of Responsibility:**

An invoicing specialist is responsible for the timely and accurate preparation and submission of invoices for all assigned customers. He/she ensures invoice quality according to the contracted services, contract execution monitoring, correct invoice release, as well as invoicing process improvement.

### **Main tasks:**

- Ensure accurate reflection of contracts in the system
- Coordinate contracts activities to ensure complete invoicing for the contacted services
- Ensure efficient collaboration with different teams within Aircraft Services Unit
- Invoice check in order to ensure timely and accurate release of invoices and supporting documents
- Act as interface between Commercial and Finance Department to provide and verify data for weekly/monthly estimates to plan invoice release timelines and priorities
- Continuous process improvement and optimization regarding invoice quality and accuracy
- Identification, analysis and reduction of disputes over services regarding invoicing
- Ensure accurate and timely month- and year end closing

### **Candidate profile and qualifications:**

- Ensure accurate reflection of contracts in the system
- Coordinate contracts activities to ensure complete invoicing for the contacted services
- Ensure efficient collaboration with different teams within Aircraft Services Unit
- Invoice check in order to ensure timely and accurate release of invoices and supporting documents
- Act as interface between Commercial and Finance Department to provide and verify data for weekly/monthly estimates to plan invoice release timelines and priorities
- Continuous process improvement and optimization regarding invoice quality and accuracy
- Identification, analysis and reduction of disputes over services regarding invoicing
- Ensure accurate and timely month- and year end closing

### **Trizma is offering:**

- Long term employment opportunity for best performing candidates
- Performing services for a multinational company
- Dynamic and responsible position
- Chance for a professional and personal development
- Advancement opportunity