PLANET EXPAT IS HIRING A BILLING OPERATIONS COORDINATOR FOR PERMANENT UNDEFINED.

Date: 06/02/2018

**Job reference**: 180120-23781797

**Type of contract**: Permanent

**Localisation**: London 10000, GB

**Contract duration**: Undefined

**Level of studies**: Bachelor's Degree

**Years of experience**: 2-3 years

**Company description**:
Planet Expat provides career-boosting paid internships in some of the most innovative and dynamic Start-ups in Latin America, Europe and the USA. We connect students with promising start-ups abroad through a program that allows them to gain valuable professional experience in international environments while being key contributors to innovative projects.

We are a company specialized in connecting home professionals with people looking to remodel their home. In our platform with millions of users, you can get from ideas and inspiration, to purchasing products and services for remodeling your house. We have offices in the UK, Germany and the US.

**Job description**:
- Manage direct debit platform and supervise payments for the sales team.
- Supervise aging report to determine overdue payments and keep track of each customer’s outstanding balances.
- Take care of all payment decline notifications and transfer this information to sales reps and managers.
- Make account reconciliations and audits
- Cancel and amend accounts as per manager approval, making sure everything is correct and recorded in all related platforms.
- Generate and send out invoices.
- Communicate with US Billing and Finance teams.

**Required profile**:
- Fluent English and/or Russian preferred but not mandatory.
- 2 years or more in an analytical or billing role.
- Have experience with Zuora (strongly preferred)
- Have experience with payment platforms like GoCardless or CloudPayments.
- Experience with Salesforce or other CRM preferred
- Have extreme attention to detail.
- Ability to maintain confidentiality of sensitive and private information and reports.
- Be able to manage a heavy workload whilst meeting strict deadlines.

**To apply**: [https://apply.multiposting.fr/jobs/4939/23781797](https://apply.multiposting.fr/jobs/4939/23781797)