

Cargo Billing Administrator

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Company: Advisory Group TEST Human Resources

Location: Kraków

Category: other-general

Lufthansa is the largest airline in Germany and one of the leading airlines in the world.

As the Lufthansa Group Business Services' employee you will become part of the organization that supports the aviation business. Our teams handle accounting, look after our customers' employees, run procurement processes and take care of IT applications.

Everything contributes to a great travel experience for Lufthansa Group customers.

Working in Cargo Billing you will be responsible for independent handling of the administration activities based on sales and billing information. You will check, process and correct data in the systems, according to the customers instructions, while assuring to meet quality standards.

Region: Kraków, małopolskie

What do you need to have?

Master/Bachelor degree in any disciplines

Very good English skills

Very good knowledge of MS Office

Diligent, independent and systematic approach to work

Analytical and conceptual mindset

Numeric skills

Team player

Flexibility and adaptability

Customer orientation

What will you be responsible for?

Perform the air way bill quality assurance for Lufthansa Cargo's customers (for export airway bills and for import airway bills)

Clarify and handle invoicing disputes, billing adjustments/discrepancies

Check self-audit and other quality focused reports

Support colleagues in case of customer account discrepancies in reconciliation process

Communicate with Lufthansa Cargo local representatives and Lufthansa Cargo customers

Update and control pricing master data

Perform general office/administrative work (CCA issuance & documentation filling, Country Specification updates)

What do we offer?

card_travel

Possibility to fulfil a dream about far journeys with attractive discounts for air tickets

local_hospital

Private medical care for employees and their family members

accessibility

Great atmosphere in a positive team

trending_up

Challenging work environment and growth opportunities

Hybrid working model (working in the office: 1 day/week)

Opportunity to work from each part of Poland during remote work

Flexible working time

New branded and modern office: 200 adjustable desks, several types of meeting rooms, bike amenities, lounge rooms and chill out spaces, cozy kitchens and excellent public transport in a walking distance

Continuous improvement environment

Supportive & friendly working atmosphere - we work towards a joint success

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