

Billing & Logistics Specialist (CZ)

Full-time position

We are Horizon

We provide education on renewable energy to schools around the world. Do you want to be a part of inspiring young engineers and changing the culture of education?

Horizon Educational Group is a world leading provider of didactic material for teaching renewable energy. Our two brands Horizon Educational and Heliocentris Academia seek to cover all levels of education, from primary school to university. Our science kits and educational programs are distributed through a network of partners. Our entrepreneurial team is based between Prague, Berlin and Los Angeles.



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JOB DESCRIPTION

We are now looking for a billing & logistics specialist to join our team, the role is suitable as an entry level position, alternatively 1-2 years experience. You will support sales, logistics and finance roles with the following tasks:

- **Managing outgoing shipments to clients, contacts with warehouse & shipping companies**
- **Billing clients and related activities**
- **Warehouse stock management**
- **Work with accounting systems QuickBooks, Pohoda, Weclapp**
- **Communication with our colleagues in USA, Germany and Czech Republic**
- **Processing of all customers' orders**

START: Immediately, Full-time position

LOCATION: Prague, Czech Republic

CANDIDATE PROFILE

You are open to learning new software and work organization. After the training you are comfortable with being given a trust to organize yourself and work independently. Small company environment suits you – things move fast and people have to multitask. International cooperation and logistics excites you, not scares you. Commuting to Narodni trida is not a problem for you.

REQUIREMENTS

- The described profile fits you
- English communication verbal and written (level B)
- Perfect Czech verbal and written
- Proficiency with Excel functions (you don't have to excel)

ADVANTAGE

- 1-2 years' experience
- Skilled in Excel (experience in working with ERP systems advantageous)
- Know how to prioritize tasks, simplify and automatize workflow, organize time

COMPENSATION

- 40.000CZK base salary
- 25 days holiday
- Meal vouchers
- Sick days

APPLICATION

Please send CV and a paragraph of your motivation/past work in English to hr@horizonhq.org.

Do not hesitate to contact us if you have any questions about the position or about our company in general.

www.horizonhq.org

www.heliocentrisacademia.com
