

## **Ecommerce Billing Analyst (6 month fixed term contract) Milton Keynes**

### **About Us**

At SEKO, expert logistics and supply chain management is what we do. We deliver award-winning Ecommerce Solutions, Value-Added Freight Forwarding and specialist White Glove Services - empowering our clients with the tools to achieve remarkable growth across borders.

To ensure we retain our position at the forefront of this exciting and rapidly developing industry, we want to find new people to work with us, who want to share in the future success of the business. We're always looking for ambitious, dedicated, and problem-solving individuals to join us in providing game-changing solutions for our clients.

### **Job Purpose:**

The purpose of this role is to support the Ecommerce operations team with the administration and implementation of ecommerce billing workstreams. To take on projects as directed by line manager and to resolve queries protecting Ecommerce parcel revenues.

### **Key responsibilities:**

- Client/Customer Billing compliance - To check invoices are correct against charges and to ensure invoices are correctly inputted into the system and according to the billing sheets provided by carrier partners.
- Supplier Invoice auditing - Checking and confirming that supplier charges are correct and inputting them into Cargowise.
- Invoicing – inputting charges/ costs and sell rates into cargo wise.
- Resolving customer queries – effectively and efficiently
- Resolving internal queries and adapting new processes effectively and efficiently
- Reports – creating reports for the Ecommerce, Import and Export teams
- Filing of the closed import/ export files into departmental storage
- Scanning required documents for clients and sending them as part of the process as required in a timely manner.
- To immediately escalate and problems or issues to the line manager
- Any reasonable request of management.

### **Skills and qualifications:**

- Qualifications include:

- Ecommerce Cross Border Operational experience – not necessary but an advantage
- Advanced knowledge of MS Excel
- General MS Office application knowledge
- High attention to detail
- Intuitive and hardworking
- Able to meet strict deadlines
- Able to work under pressure
- Professional team member

**Details:**

- Monday – Friday
- 37.5 hours per week
- Fixed Term

**Compensation and benefits:**

- Pension scheme (5% employee, 3% employer contributions)
- Referral scheme
- Death in service (4x salary)
- Private healthcare after 6 months service
- 25 days annual leave + bank holidays
- Employee assistance programme