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## Billing Assistant

### Location

in Lithuania, Vilnius

### About the team

To strengthen our operations across markets, we are looking for a Billing assistant to assist our billing team! The team is responsible for billing of Adform clients located all around the world and trying to understand clients needs all from Nordics to shiny Brazil. In general, we are taking numbers on excel file, rearranging them and putting them on pieces of paper, which majority call them invoices. Afterward, just celebrating our lives and keeping being passionate about the things we do.

### Your responsibilities would include:

- ✓ Ensuring fluent new client onboarding process: preparing new contracts, updating client information in different systems, approving invoices
- ✓ Communicating with customers located across Europe and Asia on billing related issues
- ✓ Close teamwork with colleagues across countries

### We expect:

- ✓ Higher education in Finance/Accounting/Economics or related field (might be a student with possibility to work full time)
- ✓ Similar work experience would be an advantage
- ✓ Fluent English language (both written and spoken)
- ✓ Experience in communication with clients in foreign countries would be an advantage
- ✓ Good communication skills
- ✓ Ability to plan and prioritize tasks
- ✓ Analytical skills and ability to work in fast paced environment
- ✓ Flexibility and highly accuracy
- ✓ Experience of working with Ms Navision would be an advantage

### We offer:

- ✓ Career and professional growth opportunities in a fast growing international company
- ✓ Possibility to work in the team of professionals with day-to-day coaching in order to enhance career development and working skills
- ✓ Dynamic, creative and informal atmosphere

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## More about us

Adform is the leading independent and open full stack advertising technology platform that encompasses data, creativity and trading into one seamless enterprise product suite servicing media agencies, trading desks and advertisers.

All of our products are modular and easily inter-operate with all other point solutions used throughout the digital advertising ecosystem.

Adform was founded in Denmark in 2002 and is one of the world's largest private and independent advertising technology companies. With offices in 18 countries, Adform has more than 780 employees globally throughout Europe, North America and APAC.

Visit <http://www.adform.com> or <http://join.adform.com> for more information.

If you're interested in Billing Assistant position send your CV to [ieva.sapalaite@adform.com](mailto:ieva.sapalaite@adform.com)