

## Electronic invoicing Analyst (Temporary)

### Vaše náplň práce

The mission of the position is to support all activities related to the electronic invoicing and electronic payment processes issued to customers based on company guidelines, adjusted to SAP standards and Mexican authority requirements.

In addition, the electronic invoicing analyst supports in the action plans for the continuous improvement of all relevant processes of the department.

- Support compliance with Annex 20 (RMF) in the electronic invoicing and ePayment processes.
- Diagnose and solve standard problems related to the electronic invoicing and ePayment processes..
- Support users in the basic doubts related to the electronic invoicing and ePayment processes in the requirements of tax authority.
- First level support on issues related to processes in the SAP SD and FI modules.
- Guarantee availability of the electronic invoicing and ePayment processes.
- Support in the maintenance and testing of the communication channels with the PAC.
- Support with the department's information security compliance.
- Solve problems applying the standard procedures.
- Elaborate documentation for the solutions applied.
- Report or update of incidents and other relevant indicators to direct supervisor.

### Váš profil

- Bachelor degree in Information Technology, similar or equivalent experience.
- 1 year of experience working with SAP or SAP Business One (desired).
- 1 year working with programming languages.
- 1 year of experience working with projects.
- Quality management
- Intermediate - high English knowledge
- Problem solving and decision making techniques
- Communication skills
- Open-mindedness
- Embracing change

### Co nabízíme

At Continental we are committed to building an inclusive and discrimination-free ecosystem in Mexico, these principles are rooted in our corporate philosophy and culture. Therefore, it is totally forbidden to request a pregnancy or HIV test as part of our selection processes.



ID pracovní pozice  
**REF82885G**

Obor  
**IT**

Lokalita  
**San Luis Potosí - Contitech**

Úroveň vedení lidí  
**Vedení sebe**

Flexibilita práce  
**Práce v kanceláři**

Kontakt  
**Sergio González**

Právnícká osoba  
**ContiTech Mexicana, S. de R.L.  
de C.V.**

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## **O nás**

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