

Billing And Project Coordinator

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Company: Fuzu

Location: Nigeria

Category: other-general

Job Summary

Contract Type:

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Qualifications and specialist skills

Educated to Degree or similar workplace experience.

Strong IT skills including Microsoft Outlook, Word, PowerPoint and Excel; MS Dynamics 365 & SharePoint would be advantageous

Strong communication skills with the ability to establish effective and strong working relationships with internal and external contacts

Good organizational and prioritising skills

An ability to identify problems, understand their complete impact of and see challenges through to a conclusion

Accurate with eye for detail.

Requirements

Essential:

Prior administrative experience, ideally in related field.

Raising client invoices and collating supporting backing documentation from multiple sources

Intermediate Excel skills

Ability to quickly assimilate and understand information to recognise what action is required

Preferred:

Knowledge of Relativity or similar e-discovery software platform

Downloading and manipulating data sets to fit different formats

Prior experience of communicating with clients/ customers

Prior experience of using multiple internal enterprise systems

Benefits

Control Risks offers a competitively positioned compensation and benefits package that is transparent and summarised in the full job offer.

We operate a discretionary global bonus scheme that incentivises, and rewards individuals based on company and individual performance.

Control Risks supports hybrid working arrangements, wherever possible, that emphasise the value of in-person time together - in the office and with our clients - while continuing to support flexible and remote working.

As an equal opportunities employer, we encourage suitably qualified applicants from a wide range of backgrounds to apply and join us and are fully committed to equal treatment, free from discrimination, of all candidates throughout our recruitment process.

Responsibilities

As a Project coordinator, you will be part of an established high-performing team accountable for coordinating all aspects of business administration associated with the lifecycle of a project.

You will provide first-class operational support along with enterprising solutions in respect of the project lifecycle; in particular, ensuring the swift and accurate administration of project data and client invoices and the appropriate use of systems and processes.

Task and Responsibilities

Project coordination:

Lead project set-up process within Control Risks internal enterprise systems

Coordinate data sites & project timelines

Qualify supporting documentation & data

Liaise with intercompany offices

Act as point of contact for project administration

Provide ad-hoc support to project manager

Client project coordination – financial:

Lead end-to-end project invoice process

Process project costs – subcontractor, vendor invoices

Liaison to finance teams and credit control

Qualify project data for financial reporting, project management & invoicing

Qualify & approve client & I/C invoices

Client service:

Collaborate with client on-boarding procedure & liaise with clients administrative teams

Qualify client documentation in relation to invoicing

Ensure ease of transaction between Control Risks & client

Operational:

Support the implementation of standard operating procedures

Identify issues with & exceptions to standard processes or procedures

Identify systems errors, data issues and raise for solutions

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