

## Junior Assistants (m/f) with Excellent level of Spanish or French

**Location:** Maia

### Organization

Linde is a well known German multinational company that specializes in the sector of industrial gases and is recognized for its innovative culture, excellence, and environmental awareness. Due to the opening of their Shared Service Centre in Maia they are currently recruiting professionals with a fluent level of English and Spanish, French or Dutch.

### Job

As a Junior Assistant of Back Office/Front Office for Order to Cash activities for the customers of Portugal, France, and Benelux, the key responsibilities are:

#### Back Office

- Perform periodic AR activities as per the credit to cash workflow, for a portfolio of accounts/clients
- Manage customer assets
- Manage billing
- Provide reports to customers and invoice their costs
- Assist from office in their queries by offering information and solutions

#### Front Office

- Assist clients in their queries by offering solutions
- Manage customer orders
- Perform the credit to cash complete workflow, for a portfolio of accounts/clients
- Manage customer, products and assets databases
- Maintain prices, contracts and assets information
- Provide Support for interacting departments and stakeholders

### Requirements

- University level degree or similar
- Preferable 1 year experience in customer service, sales, marketing, finance, commercial or related roles (will be valued at previous experience in Shared Services Centre)
- English fluent level
- Fluent or native Spanish, French or Dutch
- Proficient in relevant computer applications – MS Office
- Good excel knowledge
- Preferable experience in SAP (SD module, preferably)
- Strong communication skills, written, and spoken
- Team player
- Pro-actively, determination, strong interpersonal skills
- Ability to adapt fast
- Immediate availability

### Offer

- Internship opportunity or Contract with the company
- Competitive salary
- Possibilities for professional growth within the company
- Opportunity to join an expanding company

### Application

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