

Be part of our continuing growth story! GlobeAir is Europe's leading private jet charter offering on-demand flights at affordable rates. We are looking for talented passionate people with the ability to hit the ground running and achieve results. People who work at GlobeAir have an international background, are flexible and thrive in a dynamic and innovative environment. Due to the progressive expansion of our team, we are looking for an experienced and passionate aviation enthusiast to join our ambitious team in **Linz (Hörsching), Austria**

Invoice Control (f/m)

JOB DESCRIPTION

- Reconcile data from vendor invoices and supporting documents to verify accuracy of billing
- Contact vendors regarding discrepancies in invoice
- Keep track of vendor performance: timely invoices, agreed on rates
- Additional tasks as required from management team

QUALIFICATIONS

- Experience working in an accounts payable / invoice department is a plus
- Competent computer skills to include: MS Office Suite and other software packages
- Very good English – written and spoken (B1 level or higher)
- Impeccable attention to detail to ensure a high-level of accuracy
- Ability to prioritize work and multi task in order to reach deadlines

WHAT WE PROVIDE

- An exciting and challenging task for ambitious experts
- A secure job in a multi-cultural company
- A successful, internationally active company with a highly solid ownership structure
- International environment in a dedicated team
- Quality work environment and social benefits
- An open and respectful corporate culture characterized by a refreshing team spirit



Passion into Profession.

The working time is 40 hours per week. Annual gross salary 22.400 Euro (compensation negotiable according to skills and qualifications)

We are looking forward to receiving your application in English on SmartRecruiter platform at the following link: <http://globeair.com/en/contacts/careers>

GlobeAir AG
globeair.com

Polytec-Straße 1
4063 Hörsching · Austria
Phone: +43 7221 727 400
E-mail: office@globeair.com