

Warehouse Analyst

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Company: LESCHACO

Location: Thailand

Category: other-general

Warehouse Analyst Your Responsibilities

Petty Cash

Cash ledger keeping and recording

Reimburse advance payment

Reconcile petty cash expense to accounting department

Invoicing & Billing

Receive incoming invoices from suppliers

Book job related incoming invoices into our internal software

Forward not job-related invoices to accounting department for booking into SAP

Book outgoing invoices

Prepare outgoing invoice submission to customer via messenger

Internal software reporting

Internal software job closing

Cost / Revenue Accruals

Claims

Receive incident reports from operations

Communicate with claim coordinator

Communicate with operations in case of further investigation necessary

Consolidate claim relevant documents

Update claim file

Material Procurement

Receive and crosscheck PR request forms

Issue PR to purchasing department

Follow up deliveries

Support purchasing department with supplier coordination / identification

Asset registration and update

Any special assignment by superior

Your Profile

Good command in English

Has proven experience in Finance / Administration or related fields

Understanding of Warehouse Management System (WMS)

Proficient in MS Office (Good at MS Excel will be an advantage)

Able to work overtime

Team spirit

Able to work under pressure

We offer

E-Learning Company Events and Activities Health Offers Flexible Worktime Beverages

Employee Recommendation Remote Work Sports Offers Development Extra vacation day

on birthday

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