



Order processing clerk (m/f)

> Frankfurt office

Your role

- Drawing up contracts and managing rental contracts, operator contracts, electricity contracts and other service contracts with regard to contract deadlines and invoicing data
- Drawing up and settling debtor invoices for rental contracts, operator contracts, electricity contracts, service contracts and projects
- Assistance in contract controlling, in particular the monitoring and controlling of approaching deadlines and dates
- Drawing up offers
- Drawing up and invoicing orders
- Invoicing other services
- Carrying out price adjustments and indexing
- Creating analyses and statistics
- Setting up and maintaining customer master data
- Correspondence with customers
- Guarantee management

Your profile

- Vocational qualification in business administration or third level qualification in real estate, banking, controlling or accounting
- Ideally several years experience in a similar field
- Some experience in contract management would be an advantage
- Good written and spoken English
- Proficiency in the ERP system Microsoft Navision would be an advantage
- Independent, analytical and reliable worker
- Highly customer oriented
- Team worker, good communication skills, extremely motivated and flexible

Since 2000 e-shelter designs, builds and operates high-availability data centers, whose infrastructure guarantees the highest standards of physical security and operational reliability. e-shelter operates approximately 90,000 sqm of data center space, on eight sites. 60,000 sqm space alone are located at e-shelter's main site in Frankfurt, Germany, making it Europe's largest single data center site. Additional sites are located in Berlin, Frankfurt, Hamburg, Munich as well as in Zurich, and Vienna. Among e-shelter's clients are financial services companies, telecoms operators and IT service providers as well as cloud service providers. As a part of NTT Communications Corporation e-shelter provides access to a network of 140 data centers around the world. Approx. 350 people work for e-shelter coming from a whole range of different sectors. They all search together for the best possible solution to any challenge. Communication skills and the ability to work in a team are very important as a result of the diversity that distinguishes our staff. As a performance oriented company we appreciate expert knowledge and people who want to actively shape the future. We are growing internationally and offer our staff the opportunity of working abroad if they are sufficiently qualified.

Help shape the future in an exciting industry

Would this be an interesting position for you? If so, we are looking forward to receiving your application documents including the earliest possible entry date and desired salary (preferably via e-mail) to:

e-shelter facility services GmbH

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