

Job Offer.

- THE BIDDER -

COMPANY NAME	FEIN NUMBER	CANDIDATE REFERENCE	OPERATING AND LEGAL OFFICE
Mexedia Inc.	30-1250449	Eduardo Tamayo	1680 Michigan Ave, Ste 700, Miami Beach FL 33139

- SEARCH -

QUALIFICATION	TIPOLOGY	DURATION	RETRIBUTION
Finance Administration Support	Full-time contract	Permanent	US\$1,500.00

Mexedia Inc is the US subsidiary of Mexedia S.p.A. S.B., a tech company listed in France on the Euronext Growth Paris exchange, having become in July 2022 a “Società Benefit”(a unique Italian legal form of a company committed to social and environmental performance).

Initially focused on the international sale of voice and SMS termination activities, today Mexedia also offers advanced technological services through a wide range of technologies and innovative tools in Customer Experience, Business Automation, and Business Intelligence. It simplifies the adoption and integration of AI models, IoT systems, and unconventional channels such as Virtual Reality and Augmented Reality

REQUIREMENTS

REQUIREMENT	DESCRIPTION
Skill	Understands Financial and account processes.
Skill	Demonstrate ability to develop, build and maintain strong relationships with the sales team, NOC team and partners (vendors and customers).
Skill	Ability to analyse complex problems or situations and develop practical solutions.
Skill	Exceptional work ethic, time management, and organizational skills.
Skill	Ability to create reports and proposals per system's information.
Experience	1+ year experience on Finance
Experience	Bachelor's Degree in Accounting, Business, Industrial Engineer, Economist or equivalent work experience
Experience	Administrative settings.
Experience	Strong experience with accounting systems.
Experience	Technical knowledge of accounting.

MANSIONS

Essential Job Functions	<ul style="list-style-type: none"> • Reconciliation of AP invoices and SOA (Statement of Accounts). • Send reminders to past due customers per agreed billing terms. • Analysis of disputes, including comparison of CDRs. • Review and control of financial documentation received by partners. • Provide a good customer experience to ensure that partner needs are met. • Maintain a working knowledge of the industry and competitors to be a valuable for insights. • Preparation of agreements and financial offsets. • Report and control of missing invoices and send reminders to partners. • Provide wire or ACH confirmation when payments are issued to Suppliers. • Share information as balances, past due amounts and open invoices when requested. • Support sales representatives on meeting when requested. • Support management on FUSF processes.
Communications And Presentations	<ul style="list-style-type: none"> • Must be a compelling, passionate, and confident public speaker with communication skills of the highest caliber. • Deliver comprehensive and customized reports focused on the needs of the Finance Department.

PLACE OF WORK

(Hybrid) Remote plus on site from Colombia offices.

WHY SHOULD YOU APPLY?

The chance to join a well-established company

The opportunity to become part of a hardworking, dedicated team

To showcase your knowledge and experience

SELECTION REQUEST

The candidate may send his/her CV (not European), portfolio, and application to etamayo@mexedia.com

If the candidate would like to write a letter of application, which is welcome but not required, please do not include it in the text of the email but as a PDF file attached to the email.