

Order to Cash - NOIDA

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Company: 2coms

Location: India

Category: office-and-administrative-support

Job Description

About the Client:

Our Client is a global professional services company with leading capabilities in digital, cloud, and security. Combining unmatched experience and specialized skills across more than 40 industries, we offer Strategy and Consulting, Technology, and Operations Services.

Job descriptions for roles related to the Order-to-Cash (O2C) process typically include responsibilities and qualifications related to managing the entire order processing cycle, from the initial customer order to the final payment receipt. Here's a job description for an Order-to-Cash Specialist role:

Requirements

Job Overview: We seek a detail-oriented and organized professional to join our team as an Order-to-Cash Specialist. In this role, you will be responsible for efficiently managing the entire Order-to-Cash process, ensuring timely order processing, accurate invoicing, and prompt collection of payments. The ideal candidate will have a strong background in order fulfillment, billing, and accounts receivable management.

Experience: Candidate should have at least 1 year of relevant experience in Order To Cash (OTC).

Must-Have: Order To Cash

Qualification: Any Graduate

Responsibilities:

1 . Order Processing:

- 1 . Receive and review customer orders for accuracy and completeness.
- 2 . Coordinate with various departments to ensure timely and accurate order fulfillment.
- 3 . Generate and validate invoices based on the orders processed.

2 . Invoicing:

- 1 . Create and distribute invoices to customers in accordance with established billing cycles.
- 2 . Verify billing details, pricing, and terms to ensure accuracy.
- 3 . Address any discrepancies or issues with invoices promptly.

3 . Accounts Receivable:

- 1 . Monitor and track customer payments to ensure timely collection.
- 2 . Investigate and resolve payment discrepancies or issues.
- 3 . Generate and analyze aging reports to identify overdue accounts.

4 . Customer Communication:

- 1 . Communicate with customers regarding order status, billing inquiries, and payment reminders.
- 2 . Provide excellent customer service and address customer concerns or inquiries.

5 . Credit Management:

- 1 . Assess and review customer creditworthiness.
 - 2 . Establish and monitor credit limits for customers.
 - 3 . Collaborate with the credit department to manage credit-related issues.
- 6 . **Documentation:**
- 1 . Maintain accurate and up-to-date records of customer transactions and interactions.
 - 2 . Ensure compliance with company policies and regulatory requirements

Shift- Us Shift

Work location-DDC 4 (Noida)

Keywords-Cash apps, Collection, Release, Deduction

Shift- Us Shift

INFOSPACE, Sector 135, Noida, Uttar Pradesh 201304

Benefits

Salary 32K CTC

Both way cab

Requirements

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Qualification: Any Graduate

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