



Hiring Manager: Daniela Ilea, Leader, Financial Team

Recruiter consultant: Alexandra Tobias, Talent Acquisition Partner

## **Who we are:**

Steelcase was founded as an office furniture maker, and we've evolved into the global leader in workplace solutions. We apply our insights to the intersection of space, technology, and furniture, helping individuals and teams in leading companies around the world to have a better day at work.

We pursue innovation, strive for sustainability and develop insights in every part of our business.

## **Job vacancy**

### **Mailing Coordinator in Cluj (Coordinator, Mailing Services)**

**Tracking code: 7243**

## **What you will be doing:**

### **Mailing & Sorting Vendor Correspondence**

- Receive and sort the physical invoices and hardcopy correspondence sent to Cluj by Steelcase vendors and suppliers (invoices, reminders, statements, order confirmations, etc)
- Manage the electronic invoices from the suppliers and vendors by handling the Accounts Payable common mailboxes dedicated to electronic correspondence and documents
- Manage the hard copy invoices received from the vendors and makes sure that these are directed to the Booking team on a timely manner
- Follows all sorting procedures and guidelines and proper align and coordinate with the Accounts Payable team
- Weekly checks the physical mailbox of Steelcase building to make sure that all received documents are treated on a timely manner
- Responsible of the physical archiving of invoices and follows all archiving requirements and correspondence with our external document storage provider
- Shredding all the documents received for the AP team, documents that don't have to be archived

- Organizing and sending the archived documentation whenever needed; the boxes are put together and sent via courier
- Manage the correspondence with suppliers (both post office, e-mails), whenever is required and with other internal departments
- First point of contact with the courier and the local post for the received documents
- Organize paperwork for customs for all correspondence related to the Finance team in Cluj
- Respect the turnaround time for sorting of the vendor correspondence for both physical invoices and electronical documents

### **Scanning and upload of Accounts Payable Invoices**

- Scan the physical invoices in the ServiceNow workflow and assign them to the right queue for processing by the AP team
- Upload the electronic invoices received by e-mail to the ServiceNow workflow
- Respects the turnaround time and KPIs for scanning of physical invoices and upload of electronical invoices
- Deals with urgent requests received from the Accounts Payable Vendor Service Team, respecting the agreed turnaround time
- Ability to filter and analyze the requests received, considering the internal procedures
- Provides excellent customer service to all clients or collaborators in all interactions had with them
- Assists AP team on the continuous process improvement
- Performs other duties as assigned by the Team Leader or Finance Manager
- Ensures training for new joiners as per the training plan made by AP Finance Manager or Team Leader
- Regularly reviews and updates all the SOPs related to the handled processes
- Comply with business ethics, applicable laws and regulations
- Maintains confidentiality of proprietary information
- Works according to Steelcase core values and mission
- Back-up provided for the colleagues not present at work or whenever needed as per the Back-up internal file, or respecting the prioritization made by the Finance Manager or the Team Leader
- Task prioritization made and discussed with the Team Leader or Finance Manager; follow the prioritization made by the Team Leader or Finance Manager, whenever required

### **Who you are:**

#### **Education/Experience**

- University student or graduate (*previous Internship or any working experience in a similar role would be an advantage*)
- Good knowledge of Excel, Outlook
- Fluency in English

#### **Skills/Abilities**

- Computer skills including Web navigation and Microsoft Office
- Able to express thoughts clearly, adapts to different communication styles
- Detail-oriented and multitasking capabilities
- Ability to work under pressure and with deadlines and targets
- Team player with strong interpersonal skills
- Self-motivated and positive attitude

**How to Apply:**

We invite you to submit your resume/CV through our [careers page](#) and then search for the tracking code at the top of this posting. If we can make the application process easier through accommodation, please email us at [atobias@steelcase.com](mailto:atobias@steelcase.com)

*We are proud to have a diverse and inclusive workforce, and we're always looking to get better. We value applicants who are comfortable interacting with people different than themselves. Women, people of any race or national origin, lesbian, gay, bisexual, and transgender people, veterans, working mothers and fathers, and everyone else are all invited to apply.*

*Steelcase provides employment opportunities to all qualified employees and applicants without regard to race, color, creed, genetic information, religion, national origin, gender, sexual orientation, gender identity and expression, age, disability, or veteran status and bases all employment decisions only on valid job requirements.*