Invoicing Administrator

WHO WE ARE

Cerba Research provides the highest quality specialized laboratory and diagnostic solutions while leveraging patient data and scientific insight to shape and advance clinical trials. With our global footprint and access to leading regional labs, data, patients, technology, and partnered resources, we support global biotech, pharma, and IVD organizations to improve the lives of patients around the world.

From the translation of preclinical to clinical, through commercialization, our expert scientists collaborate with you to optimize your therapeutic development and obtain critical insights earlier. We help accelerate your therapies through the development of highly specialized custom assays, deep biomarker expertise, and a passion for scientific innovation across complex therapeutic areas. Our global network of leading, specialty laboratories ensures you have access to quality data and can reach your patients. Together, we’ll improve patients’ lives around the globe.

WHO YOU ARE

As an Invoicing Administrator you are to ensure a timely and correct invoicing of all services delivered by the company. You have strong administrative and analytical skills, a hands-on attitude and will apply excellent communication and organizational skills in relation to the billing process. You are fluent in English and Microsoft Office applications.

RELATIONSHIPS

Reports To
Head of Billing

Works Closely with
Accounting, Project Management, Contract Management, Proposal Management, Controlling Department and other Operational departments.

External Relationships
Customers and subcontractors.

PROFILE
Professional bachelor or equivalent by experience.

EXPERIENCE
> 2 years’ experience in a customer-oriented administrative environment.

SKILLS
Administrative
Excel
Communication
Hands-on mentality
Attention to detail

JOB DETAILS
Full time
Competitive salary package
Located in Ghent, Belgium
RESPONSIBILITIES

Overall responsibility for the billing process for specific clinical trials, including coordination with Project Management, Contract Management, Proposal Management and Controlling Department.

- Perform all necessary checks on data for upload and uploaded data in the billing program
- Keep records of all study related documents according to the applicable invoicing procedures
- Generate, check and send out invoices
- Give support to the Head of Billing in all aspects of the invoicing process.
- Serve as a Customers contact for all billing related queries
- Participate in Customer meetings as necessary
- Ensure consistency with internal procedures
- Ensure correct communication with Project Management and Contract Management departments to investigate anomalies during the course of the billing process and clinical trial.
- Ensure timely and accurate completion of relevant data sources

REQUIREMENTS

- Above average administrative skills, with good time management and attention to detail
- Comprehensive knowledge of MS Office - Microsoft Excel and Outlook in particular
- Excellent analytical and problem-solving skills
- Fluent in English, both written and verbal
- Team player
- Understanding of cash flow and revenue recognition is a plus
- Confident to deal with all internal / external Customer levels
- Ability to work towards tight deadlines

CONTACT

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