

For our client, a leader in the tobacco industry, we are looking for a motivated **Order & Invoice Analyst**. If you have an analytical mindset and want to develop your career in the **Order to Cash** area within an international environment, apply now!

Order & Invoice Management Analyst

Nr ref.: 255/10/2026/MŻ/271041/jobs.pl Kraków (małopolskie)

What you can expect from us?

- work in an international and well-known tobacco company
- salary starting from 7425 PLN gross per month
- benefit system (OK system, Medical package)
- funding for the canteen - 270 PLN monthly
- flexible working hours
- **temporary** contract, with possibility of extension
- hybrid work (office in Cracow, Czyżyny)

Employment agency entry number 47

this job offer is intended for people over 18 years of age

What will your tasks involve?

- review and validate sales orders
- enter orders (manual transactions)
- determine product and/or service availability and logistics
- track and manage orders, updates and cancels
- define stock level based on demand and market demand timeline
- create invoice and release, review & resolve billing documents
- create manual credit/debit note
- daily monitoring of invoicing and shipping documentation
- ensure compliance with the governing company controls, policies and procedures
- acts as member on projects and performs UAT.

What we expect from you?

- good written and verbal communication in English
- detail-oriented, with good analytical skills
- knowledge of Ms Office (Word, Excel, Outlook)
- knowledge of SAP or any other ERP system
- PBI, Macro, AI knowledge is an asset