



## M/F Billing - Customer service – assistant

- **About us**

Advanced Accelerator Applications (AAA) is a radiopharmaceutical company founded in 2002 to develop innovative diagnostic and therapeutic products. AAA main focus is in the field of molecular imaging and targeted, individualized therapy for the management of patients with serious conditions (“Personalized Medicine”). The company has a strong pipeline and has maintained continuous double-digit growth in sales for the last 10 years of commercial operations. AAA is headquartered in St Genis Pouilly, France, and currently has 22 production and R&D facilities able to manufacture both diagnostics and therapeutic MNM products, and over 500 employees in 13 countries (France, Italy, UK, Germany, Switzerland, Spain, Poland, Portugal, The Netherlands, Belgium, Israel, U.S. and Canada). AAA is listed on the Nasdaq Global Select Market under the ticker “AAAP”.

AAA is looking for a **Billing - Customer service – assistant** to be based in Geneva.

- **Key tasks**

- Receive, process and transfer customers’ orders
- Establish invoices, credit notes and shipping documents
- Maintain customers data required for export
- Prepare the administrative part for all shipments
- File and archive the service documents
- Dealing with incoming email, faxes and post
- Follow up customer aging
- Administrative and secretarial work

- **Professional skills and experience**

- 1 to 3 years in administration role (billing/AP/AR/customer service)
- Knowledge of ERP, such as SAP or JD/ Oracle or Dynamics AX is a plus
- Experience in working in a multi-cultural office environment
- Motivated with a “can-do” attitude, autonomy and customer oriented
- Organization skills, conscientious and ability to work under pressure



- English and German mandatory - French is a plus
  - Dynamic, very well organized, methodical and precise
  - Experience with full Microsoft office package;
  - Good relational skills;
  - Adaptability
- **Submission of your application**

We offer you a challenging position with an open and dynamic mid-sized employer in an international environment. Competitive compensation and great working conditions in a modern and innovative company based in the center of Geneva. The opportunity to pursue a career fulfilling your potential through the dynamism of a growing company.

Please send your application in English via email to [recrutement@adacap.com](mailto:recrutement@adacap.com). Your application shall include all the information you consider relevant, and at a minimum, a motivation letter, your personal data, education, employment history and details on your current position.

Please note that we will only reply to candidates that we wish to bring to interview stage.