

---

# Invoicing & Project Administration Team Lead

City: Bratislava  
Role: Senior

Recruiter name: Linková Petra (ERNI)  
Recruiter email: [petra.linkova@erni.sk](mailto:petra.linkova@erni.sk)

## Description

We are looking for Invoicing & Project Administration Team Lead who will join our ERNI team in Bratislava.

## Responsibilities

- Team leadership of billing & project administration (currently three employees in Bratislava)
- Actively working on all daily business tasks as part of the team. Taking over a dedicated portfolio of internal customers.
- Ensuring on time and accurate invoicing to our customers for all ERNI Group companies
- Customer master data maintenance
- Covering the entire project administration in the project lifecycle (opening to closing)
- Regular and ad hoc reporting
- Providing correct and on time booking of all credit cards

## Job requirements

- At least 4 to 5 years of experience in invoicing and/or project administration in an international environment
- Demonstrated leadership experience
- User skills in SAP are an advantage
- Good knowledge of Excel
- Fluent in English, German language is a big plus
- Structured and accurate way of working
- You are a resilient personality and enjoy a dynamic and international environment
- You are flexible, independent and solution-oriented

## Benefits

Interesting projects based on the newest technologies Opportunity for self-improvement and career growth Internal & external software development education and trainings (certifications) covered by ERNI Occasional business trips to Switzerland Flexible working

---

time & overtime compensation 5 weeks of vacation 3 sick days Language courses (English, German), fully covered by ERNI Sport & culture personal budget (including medical care, yoga in the office) Referral & relocation bonus Fully covered meal vouchers Newly renovated rooftop of the building for free time activities Team buildings (grill parties, Christmas dinner, Hack&Hike, ERNI Performance Days - two day education & leisure event, sport events, company breakfast etc.) Well-established community: Inspire Lab, Meet-ups, Brownback Sessions, Running club, Climbing club, Board games club, etc.