



ASENDIA
BY LA POSTE & SWISS POST

Empowering businesses to grow across borders with our e-commerce & mail solutions

Formed in 2012 as a joint venture between La Poste and Swiss Post, Asendia is one of the world's leading mail and goods shipping providers. Present in 15 countries in Europe, Asia and the USA, Asendia offers a diverse range of ecommerce and mail solutions empowering businesses to grow across-borders.

Data Administrator

In this position, you strive to deliver the best possible support for our internal customers. You support the Pricing Manager with updating tariff data in applications and monitoring cost recovery. You are aiming at process improvements in cooperation with other teams to replace manual data entry procedures. Working in Paris, you will join an international team of specialists within the Asendia Group worldwide.

Your tasks

- You ensure that supplier tariffs are updated promptly in applications and tools
- You answer the requests of the subsidiaries and inform them accordingly about changes
- You are responsible for the quality checks regarding the accuracy of cost components
- You gather and aggregate transaction data from internal databases and external sources for the monthly intercompany-billing process
- You monitor the cost recovery of the transfer prices versus the real cost for defined products
- You support the Pricing Manager and the billing team in their recurring tasks, such as checking of suppliers' invoices, investigation of deviations and reporting

Your profile

- Business school education or Bachelor degree in IT or Business Administration
- Some professional experience in the field of data management, controlling or reporting
- Ecommerce business knowledge is an asset
- Excellent excel skills
- High personal responsibility, reliability and high detail orientation
- You are used to working independently
- You have strong analytical and solution finding skills and are used to handle complex tasks
- Our business language is English, fluent English is a must. Any additional language is an asset

Our facts

Our mission is to excel in every interaction with our customers. Our values are trust, friendliness, ease of use and our commitment to sustainability.

- International and multicultural working environment with a good team spirit
- Workplace in Paris
- Travelling on a regular basis
- We offer fair and modern working conditions
- Full time contract for one year (from September 2019 – August 2020)

Would you like to learn more?
Please contact: Patrick Blättler
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Please send your application to:
discovery@asendia.com mentioning the reference number "Asendia-19_02".

 **THE WORLD IS YOUR ADDRESS**