

# O2C Operations Analyst

Finance & Operations ·

*Entry Level / Junior Specialist*

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## About the Role

Scandit is looking for an O2C Operations Analyst to join the Order to Cash team on a fixed-term basis of 12 months with possibility to extend or transition. This is a hands-on operational role with direct exposure to financial systems, active automation initiatives, and cross-functional processes spanning Sales, Finance, and Operations.

The role is open to both entry-level candidates (recent graduates) and junior specialists with up to two years of relevant experience. Candidates with working knowledge of AI tools, including Claude, and a genuine interest in applying automation to financial workflows are strongly encouraged to apply.

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## What You Will Do

### Data Entry and Financial System Operations

- Process and validate order data across systems
- Manage and optimise data structure and ascertain data integrity
- Licence keys management
- Support billing cycle management: invoice creation, review, and dispatch
- Maintain accurate records for order bookings, amendments, renewals, and cancellations

### Automation and Process Support

- Data optimisation in Salesforce, remove duplicated data entries
- Assist in testing and validating new tools
- Use AI tools (including Claude) to streamline repetitive tasks such as data formatting, draft communications, and process documentation
- Document current-state processes and flag inconsistencies or improvement opportunities

### Cross-functional Coordination

- Coordinate with Finance, Legal and Deal Desk on order queries, billing holds, and cancellation cases
  - Support audit and reporting requirements by maintaining clean and traceable financial records
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## What We Are Looking For

### Required

- Degree in Finance, Business, Economics, Accounting, or a related field, or equivalent practical experience
- Strong attention to detail and comfort working with structured data across multiple systems
- Active user of AI tools (Claude, ChatGPT, or similar) for work or study, with understanding of how to prompt effectively and where automation adds value
- Ability to learn systems quickly; prior exposure to any CRM or ERP is a plus
- Clear written communication in English; ability to document processes and escalate issues without ambiguity
- Comfortable working in a fast-paced environment with multiple workstreams running in parallel

### Preferred

- Salesforce experience, even basic familiarity with records, opportunities, or reports
- Exposure to NetSuite or another ERP system
- Interest in SaaS business models, subscription billing, or revenue operations
- Experience using AI tools specifically for data entry, process documentation, or workflow design
- Familiarity with Order to Cash, Accounts Receivable, or collections concepts

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## What We Offer

- Fixed-term contract with defined scope and genuine ownership of operational work from day one
- Direct exposure to financial systems (Salesforce, NetSuite) and cross-functional O2C processes in a scaling SaaS company
- A team that actively uses AI tooling and values candidates who bring that same mindset
- Structured onboarding and close support from the O2C Team
- Possibility to extend or transition depending on business needs and performance

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## About Scandit

Scandit is the global leader in smart data capture, enabling enterprises to use AI-powered scanning on any device. Our technology is used by some of the world's largest retailers, logistics providers, and healthcare companies to automate workflows and improve operational efficiency. Finance and O2C operations are central to how Scandit scales.

*To apply please send application to [sylwia.glogowska@scandit.com](mailto:sylwia.glogowska@scandit.com).*