https://jobs.ua/job-hr-billing-administrator-3852447

Ваш надійний помічник

HR-Billing Administrator, 30000 грн.

Львів, 2 січня

Компанія: Fabrixa (https://jobs.ua/company/id/1642043) (Всі вакансії)

Рубрики: Бухгалтерія, фінанси, облік/аудит, HR, управління персоналом

Побажання до співробітника

Освіта:	повна вища
Досвід роботи:	бажано
Графік роботи:	повний робочий день

Опис вакансії

Job Vacancy: HR & Billing Administrator
Company: Fabrixa
Location: Lviv, Ukraine
Type: Full-time

About Fabrixa
Fabrixa is a European on-demand textile production and technology company. We connect POD platforms, printers and brands to a single catalog, API and production network so they can easily sell and fulfill high-quality home textile and fashion/apparel products across multiple locations – with Fabrixa as their single partner. We're in scale-up mode and looking for a hands-on HR & Billing Administrator who can support our growing team and keep our internal operations clean, compliant and well-organised.

Your Mission

You will be responsible for two core areas:

1. HR Administration / People Operations: making sure our people processes run smoothly.

2. Billing & Administrative Support: ensuring invoices, payments and records are accurate and up to date.

You'll work closely with the founders and the commercial team and become a central point of structure and reliability inside Fabrixa.

Key Responsibilities

HR Administration & HRM Support

● Maintain and update employee records, contracts and personal data.

● Prepare and manage employment contracts, NDAs and other HR-related documents.

● Support onboarding and offboarding: checklists, access rights, welcome documentation.

● Track and manage vacation/leave, working hours and basic HR metrics.

● Coordinate with external payroll providers/accountants where required.

● Assist in recruiting processes (posting vacancies, scheduling interviews, first contact with candidates).

● Help implement and maintain basic HR policies, procedures and templates

Billing & Administration

● Prepare and send customer invoices based on contracts, price lists and usage/volumes.

- Monitor incoming payments and follow up on overdue invoices in a professional way.
- Maintain accurate records of invoices, payments and credit notes.
- Support monthly reconciliations and reporting for management and external accountants.
- Assist with supplier invoices: checking, registering and preparing for payment.
- Maintain a structured digital filing system for contracts, invoices and financial documents.

Internal Coordination & Process Improvement

- Work closely with founders and team leads to keep HR and billing data clean and consistent across tools.
- Identify gaps or inefficiencies in admin processes and propose improvements.
- Create and maintain simple process documentation and checklists for recurring tasks.

Required Profile

Experience & Skills

- 3+ years of experience in administrative roles, ideally combining HR admin and billing/finance admin.
- Experience working with or for an international company or software/tech/scale-up is a strong plus.
- Solid understanding of basic HR administration: contracts, records, leave tracking, onboarding.
- Experience with invoicing and billing (B2B is a plus).
- Comfortable working with digital tools (Google Workspace/Office 365, HR systems, accounting tools, CRM).
- Very strong attention to detail and accuracy in documentation and numbers.
- Good written and spoken English; additional languages are a plus.

Personal Characteristics

- Highly organised and structured; enjoys keeping things “clean and in order”.
- Discreet and trustworthy with sensitive HR and financial information.
- Proactive and independent: you don’t wait to be told every step.
- Hands-on, practical and solution-oriented; comfortable in a changing, growing environment.
- Communicative and approachable – people feel it’s easy to work with you.

What We Offer

- Work from our office in Lviv, Ukraine.
- Opportunity to grow with a European scale-up in a key internal position.
- Close collaboration with the founders and core team.
- A varied role that combines people, numbers and structure.
- Competitive compensation, with room to grow based on responsibilities and performance.
- An informal, entrepreneurial culture where your ideas and improvements are welcome.

Контактна інформація

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