

Payments Coordinator – Jakarta, Indonesia

mClinica is a fast growing impact-driven healthcare technology company, focused on advancing healthcare for hundreds of millions of people across Asia. We help the biggest Pharmaceutical Companies in the World, Governments and NGOs navigate in SEA's emerging markets.

Our platform SwipeRx is the largest community of pharmacy professionals where we help more than 25% of all Pharmacists in Southeast Asia access education, information and value-added services. As Indonesia is our biggest market, we now look for a Payments Coordinator to help us grow our payments operations and keep adding value to Indonesian Pharmacists.

Your tasks and responsibilities:

- Full ownership of day-to-day Customer and Partner payments operations with a focus on efficiency and accuracy.
- Keep all physical and digital paperwork flow in order, secure and up to date.
- Coordinate internally with Customer Service, Operations, Data and Finance departments.
- Implement and continuously improve efficiency within our Payments operations.
- Ensure deadlines are kept and proactively seek ways to improve our service level for both internal and external request.
- Manage logistics of documents and payment disbursements.
- Adherence to all internal procedures and policies around processing of client data, such as ensuring regular and safe disposal of client sensitive documentation.

Your Profile

- Desire to learn – attitude is by far the most important. You need to have a deep desire to build on your knowledge and learn about subject matters you may not have experience in.
- BA/BS in Business with an emphasis in Accounting or Finance.
- Exceptional eye for detail.
- At least 2 year of experience within financial administration, bookkeeping or legal.
- PC proficient, advanced user of MS Excel.
- Experienced in using accounting software or ERP is a plus.
- Ability to multi-task, work under pressure and meet deadlines.
- Proactively taking initiative and keeping high standards in every aspect of your job.

What You Can Expect from Us

- Opportunity to improve and grow **payment operations in a multinational business** and a company that has a significant positive impact on society.
- **Significant career growth opportunities** in a fast-growing international startup.
- **Opportunity to learn directly from senior management and manage a team.**
- **Competitive compensation.**
- **Challenging and diverse assignments** along with direct responsibilities.
- **Fun & casual working environment.**
- **Starting date:** As soon as possible.

Apply

If you are interested in this position and would like to become part of the mClinica team, please send your resume to oscar@mclinica.com (Subject: Payments Coordinator).