
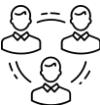






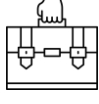

# BE A PART OF SOMETHING BIG A PART OF SOMETHING GLOBAL

## ACCOUNTS PAYABLE & ACCOUNTS RECEIVABLE JUNIOR SPECIALIST

### WE EXPECT THAT YOU HAVE

-  High sense of responsibility with attention to details
-  Ability to follow policies and procedures according to company requirements
-  English skills at level B2 or higher
-  Knowledge of MS Office programs and basic computer skills
-  Open minded and friendly personality
-  Willingness to learn and follow strict instructions

### AN ADDED BONUS WOULD BE

-  Previous experience in data administration field
-  Ongoing education in finances, economics or similar field

### THESE WOULD BE YOUR TASKS

- 1 Matching purchase orders, confirming prices and quantity to vendor's invoices
- 2 Entering invoices into accounting systems
- 3 Coordinating with vendors and customers regarding invoicing, payment inquiries and discrepancies
- 4 Responding to inquiries in a timely and professional manner
- 5 Ensuring account accuracy by reconciling transactions
- 6 Investigating and resolving discrepancies
- 7 Maintaining and updating written documentation

### WE WILL PROVIDE YOU WITH



International and fast pace environment



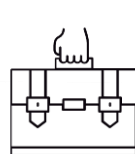
Endless training and constant growth opportunities



Company events and an active social life



Covered telephone expenses



Modern office with free Parking



Company covered health insurance



Great and motivated colleagues