



FUJIFILM Europe Business Service Sp. z o.o. – newly open Competence Centre in OBC Gdansk is looking candidates for the position:

Accounts Payable Junior Specialist

The primary purpose of the job is to ensure that supplier invoices are processed ready for payment on timely manner in accordance with defined quality standards.

Desired knowledge and skills:

- Bachelor degree or students of the last years of study
- Good level of English
- Other European languages (German, French) will be a strong advantage
- Basic background in accounting and accounts payable is a plus **but not a must** as specific trainings will be provided
- Good interpersonal and communication skills
- Accuracy and attention to details
- Ability to establish priorities
- Knowledge of Microsoft Office tools (Excel)

Responsibilities:

- Processing invoices accurately and in a timely manner
- Assuring invoice compliance with tax / legal rules and accounting standards
- Resolving issues regarding invoices, purchase orders and goods received notes
- Maintaining process documentation
- Identifying process improvement needs

Offer:

- Working in international environment in a high standard
- Opportunity for professional development in an international environment and opportunity to increase abilities and skills in various areas / fields
- Good atmosphere

Apply via email :
FEBS_HR@FUJIFILM.EU