



POWERED BY INTELLECT
DRIVEN BY VALUES

Infosys BPO Poland has been operating in Lodz since 2007 and is one of the largest foreign investors in Lodz and one of the biggest employers in the region with its 1100 highly qualified professionals that provide BPO services in multiple languages to the customers worldwide. The company's offering includes: Finance and Accounting, Procurement, Logistic Claim Handling, Master Data Management, Knowledge Services, IT Infrastructure Services and IT Application Development and Support.

Currently we are looking for:

Position: Expense Management Administrator

Location: Łódź

Responsibilities:

- Participation in Expense Management transition from Brisbane, Australia to Lodz (knowledge transfer, work instruction preparation, practice with Client team)
- Process stabilization in Lodz covering:
 - Monitor Credit Card Data Load
 - Reconcile & Monitor Expense Accounts
 - Manage reporting
 - Expense Management Service Desk support (Voice services)
 - Ensuring high quality of the process and improvement actions if needed
 - Growing into an expert in the Expense Management Process

Requirements:

- **Ability to work in the afternoons / at night**
- Very good command of English is a must
- Customer and business orientation
- Drive for results
- Ability to prioritize the work
- Very good knowledge of MS Excel
- Domain knowledge on finance/accounting would be an advantage

We offer to the candidates:

- Language courses
- Participation in costs of post-graduate studies
- Social benefits
- Work in a multicultural environment
- Work in an young and energetic team
- Well-defined development paths
- Great possibility to start and develop professional career in a global company
- Great opportunity to participate in creation of best class accounting and finance processes
- Unique (for BPO) possibility to get experience in high-end accounting & finance areas: controlling, fiscal and statutory accounting, project management

Osoby zainteresowane prosimy o przesłanie cv wraz z numerem referencyjnym na adres rekrutacja_lodz@infosys.com.