



Infosys BPO Poland is one of the biggest players in the outsourcing market, offering advanced and innovative services to its clients worldwide in the field of Finance and Accounting, Purchasing, IT and Consultancy. We are among the largest employers in the Łódź region and employ over 1200 specialists that provide services to clients in 27 countries.

Currently we are looking for the candidate to the position of:

Customer Service Administrator with languages

Key responsibilities:

- Action queries from internal and external customers regarding supplier invoices and payment status including:
 - Analyzing and researching invoices in SAP system
 - Logging cause and resultant actions
 - Monitor open queries for resolution
- Provide education and support to suppliers regarding invoice submission, non-compliance to reduce rejected and blocked invoices.
- Effectively work with centralized Payment Services to facilitate processing of non-order invoices, expedited payment requests, and payment exceptions.
- Assist in analyzing trends for rejections and non-compliance in order to further educate suppliers, stakeholders.
- Identify areas for improvement to processes and procedures

Requirements:

- Fluent English and other European language
- University or Technical University Graduate (Technical, Semi-Technical, Business & Administration, Economy, Finance, Logistics and similar diplomas)
- Experience in customer service, administration, finance, purchasing or logistic
- Practice knowledge of MS Excel
- Good communication & interpersonal skills
- Stress resistance, discipline, dedication
- Finance and Accounting process understanding & knowledge as an asset

We offer to the candidates:

- Career in the multinational company
- Unique opportunity to take part in international controlling projects and gain experience with various businesses
- External and internal trainings programme
- Salary adequate to your competencies
- Set of social packages to choose from

If you are interested in our offer, would like to start your professional career in Infosys BPO Poland, please do not hesitate to send us your resume to:

rekrutacja_lodz@infosys.com