

Procurement Invoice Data Assistant – Budapest

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Are you a student looking for a flexible part-time job where you can gain valuable corporate experience? Join our procurement team in Budapest as a Procurement Invoice Data Assistant and develop practical skills in data management, administration, and business operations. This role is an excellent opportunity to build your professional experience while working alongside an international team in a dynamic business environment.

Tasks

- Log into internal systems and download invoices based on given instructions
- Collect invoice files from multiple platforms (e.g., procurement or finance systems)
- Organize and store downloaded invoices in the correct folders or shared drives
- Ensure all required invoices are downloaded and files are complete
- Track progress and flag any missing or unclear documents
- Follow simple guidelines to maintain consistency in file naming and storage

Expectations

- Active student status (any field, business or finance is a plus)
- Availability to work a minimum of 20 hours per week
- Good command of English (written and spoken)
- Basic computer skills (Excel, file handling, navigating systems)
- Attention to detail and accuracy

- Ability to follow instructions and work independently
- Reliable and well-organized

Preference

- Studies in Business, Finance, Economics, or a related field
- Previous administrative or office experience

Co offer

- Competitive student salary of 2,300 HUF/hour
- Flexible part-time opportunity alongside your studies
- Valuable experience in a professional corporate environment
- Exposure to procurement and finance-related processes
- Supportive and collaborative team atmosphere
- Opportunity to develop practical business skills and build your professional profile

Data protection

[Data Protection](#)