Retail AP Intern - Szeged

Gáspár Veronika
+36 80 343 333
gaspar.veronika@pannondiak.hu

Tasks

- Reviewing and processing a high volume of invoices with a strong focus on accuracy.
- Supporting daily invoice posting activities and adapting to the team’s monthly workflow.
- Reviewing weekly and monthly control reports and taking the necessary follow-up actions.
- Responding to supplier and site-related queries in a timely manner to help ensure on-time payments.
- Following the relevant procedures and guidelines outlined in EMS/QMS systems.

Expectations

- Currently pursuing a Bachelor’s degree or equivalent qualification, preferably in Finance or a related field.
- Good command of English, both written and spoken.
- Good knowledge of Microsoft Office applications, particularly Excel, Word and PowerPoint.
- Effective written and verbal communication skills.
- Strong attention to detail and ability to process invoices accurately and efficiently.
- Highly motivated, proactive and eager to learn new systems and processes.

Co offer

- Part-time position with a workload of 20 hours per week.

- Fully remote working opportunity.
- Gross hourly wage of **HUF 2,145.**
- In-person interview at our Szeged office.

Data protection

Please be informed that by applying to the job advertisements in the PannonDiák School Cooperative database, our company automatically considers that you have accepted the privacy policy, which can be viewed at the following link. **Data Protection**