



KONE is currently developing financial and administrative center in Bratislava (Shared Service Centre - SSC) to provide quality service for KONE branches in finance and accounting. KONE's Shared Service Centers are an integral part of KONE Finance organization. The units ensure harmonized transaction handling and business process development.

Administrative clerk with Greek language (Ref. No.: R0580809)

Job description, responsibilities and duties

Processing Agent with financial and accounting background, who will be asked to:

- Create, maintain (modify, convert, extend, block, delete) and administer data for following processes: Contract Administration, Master Data, Billing, Back Reporting. Or any other processes being part of the SSC scope.
- Validate the documentation and seek any required additional information, documentation or approval from the country
- Execute quality checks at various stages of the process and keep the quality statistics up to date
- Report time and other process performance data on a daily basis as required
- Deliver input for proper reporting
- Take responsibility on complex processing activities. Process transactions or guides other team members on the correct interpretation and execution of instructions.
- Act as a super user on process and / or application level within the team
- Perform other tasks as allocated by team leaders, managers relating to reporting and other SSC processes
- Analyse complex cases for correct registration
- Identify the right contacts in the business and maintain a working relationship with the key business roles involved in the process

Personality requirements and skills

- Strong language skills of Greek and English language is a must
- Experience with SAP is an advantage
- Efficient use of Microsoft Office
- Self - driven, punctual with attention to details

Other benefits

- Basic wage component from 1000€/ month gross based on relevant experience and language skills
- International and professional environment
- Attractive package of benefits and bonus scheme
- Social and sport events on regular basis
- Great place to work
- Informal culture and friendly colleagues
- KONE trainings in various areas
- Promotion on performance/competence - based evaluation with transparency
- Coaching and mentoring opportunities

Information about the selection process

Expected date of completion of the selection process

31 October 2018 (there are still 12 more days)

[Send CV to the company](#)

For more information visit www.kone.com/jobs



ZAŽIME TO SPOLU.

Voľné pozície

O DTSE SK

Projekt One.ERP

Benefity

Kontakt



Junior Accountant with Greek, Polish or English language

📍 Bratislava

🎓 Absolvent

🕒 Full-time

Information about the position

Job description, responsibilities and duties

We are looking for new colleagues to join our PTP Team as PTP Administrator with focus on accounting with English, Polish or Greek language.

You will be responsible for the following:

- Verification and posting of invoices via the SAP workflow
- Controlling mandatory fields and other requirements necessary for invoice recording
- Processing of returned invoices, canceling invoices and checking open items
- Communication with customers (e.g. purchasing department, approver of an invoice) and suppliers
- Performing internal controls
- Maintaining master data (accounts, vendor groups)

The salary for this position is from 950 EUR gross.

The published salary is the minimum possible offer. The starting salary may be higher depending on the extent of fulfillment of the employee's requirements (education, language skills, required practice, personality assumptions and skills).

Requirements for the employee

Candidates with education suit the position

Secondary with school-leaving examination
Follow-up/Higher Professional Education
University student
University education (Bachelor's degree)
University education (Master's degree)

Language skills

Greek - Upper intermediate (B2) or English - Upper intermediate (B2) or Polish - Upper intermediate (B2)

Other knowledge

Double-entry bookkeeping - basic
Single-entry bookkeeping - basic

Personality requirements and skills

- One of the below language combinations on active level is a must:
1/ Greek & English OR Greek & Slovak
OR
2/ Polish & English OR Polish & Slovak
OR
3/ English & Slovak
- Structured and independent work approach
- Strong sense of responsibility
- High attitude towards quality and accurateness
- Reliability and flexibility
- Customer orientation
- Ability to work in team and willingness to work in an international environment / cultural sensitivity

[Send CV to the company](#)

Full time

Part time

Temporary job

Graduates

Lokalita

Odbor



Client account representative with English and Greek language (Ref. No.: 1-26-30992/PF)



Place of work
Bratislava



Contract type
full-time



Start date
by agreement



Basic wage component (gross) and other rewards
900 - 1150 € (+ any other rewards)

APPLY

Recommend job to a friend ▾

All vacancies

Description

You would communicate daily with business partners and solve issues connected to unpaid invoices, trying to find acceptable solution for both sides and identify reasons for delay of those payments. Finally, you would prepare reports and discuss top cases with other departments.

If this scope of work is close to your job expectations and you think that you can satisfy needs of this company, click and send us your CV! We will respond to every application.

- Responsible for invoicing agenda
- Communicating with clients
- Solving claims and problems regarding payments
- Preparing reports

Requirements

So, who are we looking for?

- Secondary leaving examination with experience or Economic education
- Good communication skills
- Advanced level of GREEK (B2) and ENGLISH (B2), because you will communicate with client in daily basis
- Customer oriented person
- Experience in administration

Benefits

- 13th salary, equal to the amount of the basic monthly salary
- Extra contribution to lunch vouchers
- Life insurance
- Health care package
- Relocation bonus
- Sick days
- Home Office

Other information

Send us your CV in English and Slovak if you have one.

For more related job opportunities visit https://www.grafton.sk/en/job-search?utm_source=jobboard&utm_medium=jobposition

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All vacancies



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Kontakt



Junior Accountant with Greek language

📍 Bratislava

🎓 Absolvent

🕒 Full-time

Information about the position

Job description, responsibilities and duties

We are looking for a new colleague to join our Greek PTP Team as Junior Accountant (Accounts Payable). You will be responsible for the following:

- Verification and posting of invoices via the SAP workflow
- Controlling mandatory fields and other requirements necessary for invoice recording
- Processing of returned invoices, canceling invoices and checking open items
- Communication with customers (e.g. purchasing department, approver of an invoice) and suppliers
- Performing internal controls
- Maintaining master data (accounts, vendor groups)

The salary for this position is from 1 000 gross.

The published salary is the minimum possible offer. The starting salary may be higher depending on the extent of fulfillment of the employee's requirements (education, language skills, required practice, personality assumptions and skills).

Requirements for the employee

Candidates with education suit the position

Secondary with school-leaving examination
Follow-up/Higher Professional Education
University student
University education (Bachelor's degree)
University education (Master's degree)

Language skills

Greek - Upper intermediate (B2) and English - Upper intermediate (B2)

Other knowledge

Double-entry bookkeeping - basic
Single-entry bookkeeping - basic

Personality requirements and skills

- Greek & English OR Greek & Slovak language on communicative level is a must
- Structured and independent work approach
- Strong sense of responsibility
- High attitude towards quality and accurateness
- Reliability and flexibility
- Customer orientation
- Ability to work in team and willingness to work in an international environment / cultural sensitivity

[Send CV to the company](#)