



Did you know... our company is seeking you?



BD

Advancing the
world of health



Accounts Payable Intern

Location: Wrocław

Main objective of the role:

- Working with the vendors' accounts
- Indexing the documents in SAP system
- Cooperation with the procurement department for the MM invoices
- Segregation of the documents including: invoices, credit notes, statements
- Indexing the documents and checking the correctness of the auto indexed documentation
- Archiving the documents, both electronic and paper ones

Requirements:

- Very good command of English language
- Strong communication and team-working skills
- Willingness to learn and take ownership
- Proactive approach and „can-do” attitude
- Ability to multi-task and work effectively under tight deadlines
- The ideal candidate would be interested in financial accounting, especially The Account Payable module

We are offering :

- Paid internship for a period of 3 months with an Internship contract
- Flexible working hours
- Challenging and rewarding work in an international company
- Opportunity for professional growth
- Friendly work environment and healthy oriented culture (healthy food, sport activities, participation in pro-health actions and events, charity initiatives)
- Perspectives for permanent role

If that role sounds interesting please send us your CV in English using the subject „AP Intern”

wssc-internships@bd.com

Cherilyn

Cherilyn
Business Development Manager