

If you are not afraid of a challenging and dynamic working environment and you are relations oriented, ambitious, you speak English well, and maybe you even know other languages – we invite you to join



CBRE Corporate Outsourcing is part of **CBRE** – the global leader in commercial real estate services, investment and outsourcing. In the prestigious 2014 IAOP Global Outsourcing ranking CBRE is on 3rd place among all outsourcing companies, being the undisputed number 1 for many years in the real estate industry. **Simply, join the Best!**

We are currently seeking **highly motivated, energetic** person with great **attention to details** and **results oriented** attitude for the role of:

P2P Resolution Accountant with French Warsaw

Job Summary:

As P2P Resolution Accountant you will be responsible for analysis and resolving of AP related issues. Main goal of employee with this position will be to capture Accounts Payables related matters and independently lead the communication with Business and Suppliers to resolve them.

Responsibilities:

- Investigating Accounts Payables related inquiries using different ERP tools;
- Performing analysis and investigation on captured and/or raised issues (invoice/status payment, remittance advices, duplicate payments, incorrect payments, etc.);
- Ensuring that issues raised by Suppliers and Business team are thoroughly and timely resolved;
- Establishing good long-term relationships with Business and Suppliers;
- Ensuring that cases are escalated timely and accordingly to established escalation path based on Contact Matrix in place;
- Educating business in areas where additional support is needed (preparing one-pagers, work instructions, providing Business with clear guidelines on P2P procedures and P2P tools and explaining process in clear and understandable way);
- Implementing improvement ideas and projects;
- Constant cooperation with other P2P Teams (Invoice Processing, Payments, Banking, Reporting) as well as OTC and R2R teams;

Requirements:

- At least 1 year of experience in AP or P2P Departments.
- Good understanding of Accounts Payables processes.
- **Fluent English and French.**
- Strong verbal and written communication skills.
- Experience in customer service will be an asset; good understanding of customer service principles and practices; ability to handle difficult situations.
- Ability to drive, analyze and implement process improvements.
- Pro-active approach, willingness to learn and share knowledge with others.

We offer:

- Career opportunity in a multinational company
- Multilingual, friendly work atmosphere
- Private medical care with an attractive pack
- Competitive benefit package (life insurance, partly funded language lessons, sport & recreation allowance-Benefit system)
- Work place located in quickly developing office district with an easy access to public transport

Please include the following statement in your application: "I hereby authorize you to process my personal data included in my job application for the needs of the recruitment process in accordance with the Personal Data Protection Act dated 29.08.1997"

DISCLAIMER

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.