

## **Junior Specialist, Invoice to Pay**

Cargotec is at the forefront of the transformation in the cargo handling industry. Our cargo handling solutions and services make global trade smarter, better and more sustainable. As leaders in ports, on roads and at sea, our business areas Kalmar, Hiab and MacGregor have a unique position to optimise global cargo flows and create sustainable customer value.

Cargotec Business Services was established in 2017 with Sofia as the main global hub and a regional hub in the United States. Its aim is to optimize the global business support processes of Cargotec. More than 350 people in Bulgaria provide services in the areas of Finance, HR and Indirect Procurement.

- Perform transactional activity with supervision related to the Invoice to Pay area
- Responsible for resolving queries from customers, vendors and colleagues
- Maintain good working relationships within the other process teams
- Deliver service in line with agreed controls and procedures
- Specialist providing assistance on ITP-related inquiries, acting as an employee's first line of contact via appropriate channels (tickets, chat, calls, etc.).
- Identify process improvements: Suggest methods to update, simplify, and enhance processes, procedures and technologies
- Support Solution Owners and Process Owners in continuous improvement and implementation of programs, policies, and procedures of the CBS

### **POSITION REQUIREMENTS**

#### Education

- Minimum bachelor degree in finance or business

#### Experience

- 1 year of experience in ITP area

#### Competencies

- Experience with simple to complex query handling
- Customer service focus and interpersonal skills
- Analytical, problem solving, organisational and communicational skills
- Hands-on experience working with ERP/Cloud system preferred
- Microsoft Office (Outlook, Excel, Word, PPT)
- Taking initiative in a proactive manner to improve own and team work practices
- Full professional proficiency of written and oral English required