

Project Support Specialist in finance

(Erasmus+ traineeship in finance sector for German or Dutch or French speakers)

Location: Bratislava, Slovakia

Start: November/flexible 2019

Duration: 5 months minimum

Working language: English

This internship is a part of the Placement Slovakia program. All applying candidates have to be confirmed to receive an Erasmus+ learning agreement by their education institution covering the whole internship period.

Company profile:

This position is in a Slovak branch of a global company present around the world, with its business center in Bratislava being the largest regional business center. We provide centralized, efficient and cost effective financial accounting and transaction services for our geographically diverse clients across the world. The Bratislava Business Center is a key part of transformational business activities with great career opportunities. It is located in a top modern office building in a Bratislava city center.

Position description:

You will be trained on the job so no specific work experience is required. You will be part of Collections team who is responsible for incoming payments from our customers. You will gain experience with collections management by working with portfolio of our customers. You will be handling outgoing calls, sending reminder emails and dunning letters. You will learn how to determine reasons of non-payment from customers and how to work with respective IT tools.

Qualifications:

- Higher Education Student/graduate in economy/finance/accounting area
- C1 level of **German or Dutch or French**
- B2 level in English Language
- Good MS Excel knowledge (incl.pivot, v-look up)
- Willing to develop, learn, Communicative, Collaborative, Team player, Proactive attitude, Flexibility

Knowledge and skills the trainee can learn during the internship:

Trainee will get new knowledge about finance process management, finance analysis. He/She can get training and experience with continuous improvement - 6sigma methodology. Candidate can apply theory from Finance/Accounting/Banking into practice. He/She can face real working and multicultural environment challenges and learn the ways how to address them.

Benefits:

- Free accommodation provided,
- Lunch allowance
- Possibility to get a Full- time employment offer after the traineeship
- Various courses, company gym access
- Standard support by our team. For more information check our website www.placementslovakia.com

Interested candidates please apply by submitting [an online application form](#) at www.placementslovakia.com

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We look forward to hearing from you!