

## Back Office with Swedish

Hi Genpacteer to be,

Which is your biggest dream? How do you imagine your journey from now on? Ambition will certainly help you explore to the moon and back, we are sure of that, but doing so in a multicultural environment, surrounded by great people will make the experience memorable. At Genpact, young professionals can learn about accounting, procurement, customer service, while even upgrading their language skills. Sounds good, right?

Our colleagues have access to a wide range of learning and development opportunities, special discounts and subscriptions, insurances and wellbeing activities, while building solid knowledge on a wide range of activities.

Learn more about Genpact from [www.genpact.com](http://www.genpact.com) / [www.youyourself.pl](http://www.youyourself.pl)

### Responsibilities

- Processing cost invoices and settling the differences
- Processing T&E invoices
- Reconciling the accounts with the customers
- Preparing and reconciling the reports
- Checking correctness of the documentation for the audit purposes
- Contact with the customer and other departments
- Working in the SAP system

### What are we looking for?

- Very good knowledge of **Swedish, min. C1**
- Communicative level of **English**
- Good MS Office (especially MS Excel) knowledge
- Analytical thinking and ability to learn fast
- Personal culture and ability to deal with the client properly
- High motivation and willingness to learn
- Ability to work under time pressure

### What can we offer?

- Attractive salary
- Stable job offer – employment contract
- Various trainings (initiating, soft skills)
- Possibility of development
- Benefits (Insurance, Luxmed, Multisport, additional vacation days, biking policy)

Kindly please see our Privacy Notice for Employment Candidates:  
<http://www.genpact.com/about-us/privacy-notice-for-employment-candidates>