

HEADED PAPER OF THE HOST ORGANIZATION

**ERASMUS STUDENT PLACEMENT
OFFER DESCRIPTION**

Enterprise/Organization	
Name	Bridgestone Europe NV/SA Spółka Akcyjna Oddział w Polsce
Address (street, postal code, city)	ul. Królowej Jadwigi 43 61-872 Poznań, Poland
Country	Poland
Name and details of the person to be contacted (phone, fax, email)	Agnieszka Eyman – PTP Team Leader & Scanning Department Team Leader, Agnieszka.eyman@bridgestone.eu
Website	Bridgestone Europe

Job description	
Number of requested people	3 persons (Procure to Pay Dept, Scanning Dept, Administration Dept.)
Type of work	Finance, Business, Administrative
Description of tasks	<ul style="list-style-type: none"> • Validate and process vendor invoices for the responsible entities within specified deadlines in the SAP system. • Payment proposals preparation and verification according to the procedure. • T&E activities: T&E reports processing; payment advances postings; T&E system administration; closing, activities related to T&E process. • Perform monthly, quarterly and year-end closing related activities. • Analysis and control of reports. • Drawing conclusions from reports. • Analysis and presentation of conclusions from KPI reports. • Building professional relations with Local Organization and internally. • Services are expected to be executed in an accurate, efficient and timely manner respecting the internal rules and procedures. • Active role in audit of procurement for department. • Holding up the responsibility for standardization and improvement of PTP core processes. • Adhere to the values prized by Bridgestone. • Executing tasks assigned by direct supervisor.
Competences to be acquired	Accounting, Finance, SAP, Communication, Reporting, Processing invoices, Business Travels reconciliations, Administration, Teamwork, International environment, Commitment,

Required periods	
Duration of training	6 months
Earliest and latest starting date	September 2018 or before the Year End

Requirements for the students	
Preferred field of studies	Finance, Accounting, International Relations, Administration, Business

Language skills	English advance, semi advance, communicative
IT skills	Good, Excel, Outlook, other business software
Other knowledge and skills	Not required

Facilities guaranteed by the host enterprise

Salary and benefits	N/A
Accommodation	N/A
Canteen	At BS, free coffee, water

Any other relevant information

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How to apply and deadline

Please contact directly to Agnieszka.eyman@bridgestone.eu