



## Junior Receivables Specialist Dutch Speaker

### Business Area

Finance & Accounting

### City

Katowice

### Language

Dutch, English

### Job for

Students & Graduates

### About us

**Capgemini** is one of the world's foremost providers of consulting, technology and outsourcing services.

**Capgemini Business Services** department is one of the first and the biggest outsourcing centers in Poland providing services in 30 different languages in the areas of: finance, accounting, banking, procurement, customer care and marketing services. Business Services employs over 3800 specialists in its offices located in Krakow and Katowice.

For one of our internal Clients in Capgemini we are looking for individuals interested in the role of **Junior Receivables Specialist Dutch Speaker** in Katowice.

### Key responsibilities involve:

- Processing O2C transactions in a timely and accurate manner
- Understanding and developing the current state of processes
- Analyzing and responding to Client's and customer's requests
- Working closely with the Client and building up good relationship
- Working on everyday improvements to the process
- Ensuring the delivery of high quality and professional service up to agreed SLA's

## Candidate's profile

- Very good command of Dutch (at least B2)
- Good command of English
- Customer oriented
- Good interpersonal skills and proactive approach
- Team work approach
- Focus on details
- Good knowledge of MS Office

## What we offer

- Attractive **relocation bonus** for candidates from outside of Silesia region.
- In addition to the salary you will receive **attractive benefit package** (medical care for whole family, life insurance).
- Opportunity to live in dynamic, developing city of Katowice.
- **Stability** of working in a large, multinational company.
- You will learn best practices and global business from Capgemini experts. Over **900 certificated professionals** in the field of PMP, SAP, ACCA, etc.
- You will work in an **inspiring atmosphere**. We **work together and celebrate together** - Capgemini Theatre, employee volunteer program, integration events, sports events (basketball, volleyball) - everyone will find something for themselves!
- Clearly defined **career path** (experts or managers), wide range of trainings - over **20 000 online trainings** and books also available at home, trainings in classroom, **funding for learning foreign languages**.
- As a disabled person you will get professional support. We are open to provide **assistive technologies for people with diverse disabilities**. Join our Win with Capgemini Program for people with disabilities.

**Interested candidates are invited to send CV to [RecruitmentBPO.pl@capgemini.com](mailto:RecruitmentBPO.pl@capgemini.com) until 18/01/2017.** Please include reference number in the subject of your message.

Please be advised that Capgemini Poland Sp. z o.o. located in Warsaw, Al. Jerozolimskie 96, is the controller of personal data provided by you in the recruitment applications. Your personal data will be processed in accordance with the Personal Data Protection Act of 29 August 1997 (Journal of Law, 2015, No. 2135, 2281 with further amendments) for the purpose of existing and future recruitment processes. Please be advised that in scope of recruitment process your personal data will be processed by the controller and sub-processors located outside European Economic Area

including India's entity. Data submission is voluntary. Every person has the right to access their data in order to correct it or delete it"

Please include following statement in your application:

"I hereby authorize Capgemini Poland Sp. z o.o. to process my personal data included in my job application for existing and future recruitment processes (in accordance with the Personal Data Protection Act of 1997, Journal of Laws, 2015, No. 2135, 2281 with further amendments). I also authorize Capgemini Poland Sp z o.o. to sub-process my personal data outside European Economic Area including India's entity, which may also include Capgemini's clients within and outside of EEA."

We protect your privacy. We kindly inform you that we contact only chosen candidates. The recruitment process is conducted in accordance with the principles of equal treatment in employment, Labor Code, Chapter IIa, Art. 183a– 183e.