

AP / AR Paid Internship

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ETEX is an international building materials specialist. Headquartered in Belgium since 1905, the family-owned group operates 120 production sites in 42 countries and generates an annual turnover of around 3 billion euro. With the help of more than 12,000 employees, develops and produces a variety of technically and aesthetically superior building materials.

Newly created **Etex Shared Service Center** in Vilnius, under UAB "Eternit Baltic" umbrella, was built on strong Etex experience and global internal needs, to strive to unify shared financial services and to serve efficiently our customers and other stakeholders.

We are on the look out for **Interns for Accounts Payable or Accounts Receivable**.

Your key responsibilities:

- Assist with daily tasks in Accounts Receivable or Accounts Payable departments
- Posting transactions in SAP system and maintaining accounting records based on information from customers or suppliers
- Processing of incoming invoices received from suppliers or incoming funds received from customers
- Other accounting tasks

Skills and attributes for success:

- Attention to high quality, details and accuracy. Great communication skills. Strong interpersonal, team working skills. Willingness to learn and develop professionally in a fast-paced environment.

To qualify for the role you must have:

- Degree (or being third or last year student) in Business, Economics, Accounting, Finance or another related field. Curiosity and keeping up with finance & accounting news. Motivation and willingness to grow as an expert in accounting. English language, other European language would be advantage. Strong computer skills.

Benefits proposed:

- Professional team to work with in an international environment and multi-cultural business, exploiting modern working methods and tools.
- Ability to work flexible hours: start from 7:30 till 9:00, finish from 16:30 till 18:00. Flexible work atmosphere and possibility work from home (1 day/week).
- Parking compensation if parking place is not provided by employer and if the work is permanently from the office: 50 Eur/month.
- After a successful internship period, an opportunity for the permanent position.
- Many other motivating perks: in the office: healthy snacks and fruits, tee/coffee, team lunches; from anywhere: team events, birthday prize and much more!

Contact:

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