

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 | |
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| Preferred field of studies | Finance, Accounting, International Relations, Administration, Business |

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|----------------------------|---|
| 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

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|---------------------|---------------------------|
| 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

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| Please contact directly to Agnieszka.eyman@bridgestone.eu |
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