

## Accounts Payable Trainee with Czech

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Company: PL18 Alcon Polska Sp. z o.o. Company

Location: Warsaw

Category: office-and-administrative-support

At Alcon, we are driven by the meaningful work we do to help people see brilliantly. We innovate boldly, champion progress, and act with speed as the global leader in eye care. Here, you'll be recognized for your commitment and contributions and see your career like never before. Together, we go above and beyond to make an impact in the lives of our patients and customers. We foster an inclusive culture and are looking for diverse, talented people to join Alcon.

### Accounts Payable Trainee

#### In this role, a typical day will include:

Working closely with other members of the AP team;

Verifying data on incoming invoices;

Managing workflow of documents.

#### WHAT YOU'LL BRING TO ALCON:

Students' status;

Very good English and communicative Czech language (min. B2 level);

Availability – about 20h/week;

Positive attitude and ability to work in fast-paced project environment;

Focus on details.

## HOW YOU CAN THRIVE AT ALCON:

Fixed term contract for min. 6 months;

Flexible hybrid working model;

Opportunity to join growing, early-stage organization built within a mature, stable global company;

Friendly working environment and a diverse and highly motivated team ;

Very best working environment – Alcon Polska has been recognized as a Top Employer for the two years in a row;

Truly international environment and daily interactions with colleagues and stakeholders from all over the world;

Brand new office with a lot of facilities inside located at NewCity building, 15 Marynarska Street, Warsaw

See your impact at [alcon.com/careers](https://alcon.com/careers)

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