

## Accounts Receivable Trainee with FRENCH

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

Location: Warsaw

Category: office-and-administrative-support

**Alcon** is the global leader in eye care, dedicated to helping people see brilliantly. With our 70-plus-year heritage, we are the largest eye care device company in the world – with complementary businesses in Surgical and Vision Care. Being a truly global company, we work in over 70 countries and serve patients in more than 140 countries.

**Alcon Global Services (AGS)** is a dynamic team providing critical shared-services support to the Alcon organization worldwide – in areas like Finance, IT, HR, Quality, and more. Our objective in AGS is simple – ensuring the satisfaction of our internal clients and contributing to an outstanding experience for Alcon’s customers worldwide.

**Join Alcon and help the world See Brilliantly!**

**The new AR TRAINEE will primarily be responsible for following up with customers for overdue payment and address customer inquiries, follow up on outstanding receivables and dispute cases.**

**Main responsibilities - support other team members and direct manager with below tasks:**

Actively contact with the customers via phone and email

Manage own portfolio of customers via Receivables management tool in SAP, following up individual accounts for payment collection

Follow up on Credit card transaction and its related master data

Create reports and provide data to be used in periodic credit committee meeting between global, regional and local teams

Ensure all customer contact is documented and requests from customers are actioned in a timely manner.

Ensure all open items raised by the global COE are closed in a time manner and in good quality

**What we can offer you:**

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 (HYBRID MODEL)

**Who are we looking for?**

Talented and ambitious **students**

Good **English and FRENCH language** is a must

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

Focus on continuous improvement

You are applying to be part of the Alcon Talent Pool. We are not currently recruiting for this role but we are building a pipeline for future opportunities.

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**Cross References and Citations:**

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