

## PtP Scanning Agent

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Company: Aptiv

Location: Kraków

Category: other-general

### Position Summary

The PtP Scanning Agent will perform within the Aptiv values and culture: with a one-team approach and a passion for results, you will develop your team to think and act like owners of our Aptiv business. Utilising a sense of urgency, and, at all times operating with respect you will play to win for our Aptiv business. As a PtP Scanning Agent, you will manage incoming invoices.

You will verify and scan documents. Control and reconciliation process of received documents. Prepare reports for Management and deliver data about received invoices. You will cooperate with other Teams within GBS and in terms of scanned documents.

### Your role:

Managing documents already registered by the secretary's office;

Document segregation and key formal verification

Barcoding and scanning documents to Easy Capture Plus application;

Preparing reports to TL, Finance Teams, Management

Control/ reconciliation process of received documents;

Support the processing of goods receipts in SAP

Coordinate e-invoicing project

Updating procedure;

Document archiving;

If required – communication with other teams and suppliers;

Undertaking other activities.

### **Your background:**

Good knowledge of the English language

Command of MS Office (especially Excel)

Reliable, accurate following the instructions approach

Very good communication skills

### **Why join us?**

You can grow at Aptiv. Aptiv provides an inclusive work environment where all individuals can grow and develop, regardless of gender, ethnicity or beliefs.

You can have an impact. Safety is a core Aptiv value; we want a safer world for us and our children, one with: Zero fatalities, Zero injuries, Zero accidents.

You have support. We ensure you have the resources and support you need to take care of your family and your physical and mental health with a competitive health insurance package.

### **Your Benefits at Aptiv:**

Private health care (Signal Iduna) and Life insurance for you and your beloved ones

Well-Being Program that includes regular webinars, workshops, and networking events

Hybrid and flexible working hours

Employee Pension Plan paid by the employer (you get + 3,5% on each gross salary)

Access to sports groups and Multisport card

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## Cross References and Citations:

1. PtP Scanning Agent LaboratoryjobsJobs KrakówLaboratoryjobs ↗
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