

Travel & Expenses Trainee with English/ Early Careers Program

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Company: Alcon Polska Sp z o.o.

Location: Warszawa

Category: other-general

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.

Travel & Expenses Trainee with English

In this role, a typical day will include:

Support other team members and direct manager with the basic tasks related to Travel & Expenses (daily queries through our ticketing tool, focusing on critical/high impact tickets.)

Contact employees who are behind on timely payment of their corporate cards.

Support T&E team communicating with the country (translations required).

Train/ educate employees on how to report their expenses in Concur System.

Keep all local procedures updated through Work Instructions, for team backup, and T&E Decks for market self-service support.

WHAT YOU'LL BRING TO ALCON:

Students' status;

Very good English level

Availability – about 20h/30h per 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 - during academic year

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.

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. If you would like to be considered for a similar position in future, then please submit your CV or resume.

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