

Travel & Expenses Trainee with Italian/ Early Careers Program

[Apply Now](#)

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 Italian

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 and communicative Italian (min. B2 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.

[Apply Now](#)

Cross References and Citations:

1. Travel & Expenses Trainee with Italian/ Early Careers Program [GulfjobscentralJobs Warszawa Gulfjobscentral](#)
2. Travel & Expenses Trainee with Italian/ Early Careers Program [Ridesharingindustryjobs Jobs Warszawa Ridesharingindustryjobs](#)
3. Travel & Expenses Trainee with Italian/ Early Careers Program [Environmentaljobs Jobs Warszawa Environmentaljobs](#)
4. Travel & Expenses Trainee with Italian/ Early Careers Program [Jobspro Jobs Warszawa Jobspro](#)
5. Travel & Expenses Trainee with Italian/ Early Careers Program [Expertiniworldtech Jobs Warszawa Expertiniworldtech](#)
6. Travel & Expenses Trainee with Italian/ Early Careers Program [EnforcementjobsJobs Warszawa Enforcementjobs](#)
7. Travel & Expenses Trainee with Italian/ Early Careers Program [Doctorjobsnearme Jobs Warszawa Doctorjobsnearme](#)
8. Travel & Expenses Trainee with Italian/ Early Careers Program [Statisticsjobs Jobs Warszawa Statisticsjobs](#)
9. Travel & Expenses Trainee with Italian/ Early Careers Program [Radiologistjobs Jobs Warszawa Radiologistjobs](#)
10. Travel & Expenses Trainee with Italian/ Early Careers Program [Egyptjobs Jobs Warszawa Egyptjobs](#)
11. Travel & Expenses Trainee with Italian/ Early Careers Program [OfficerjobsJobs Warszawa Officerjobs](#)
12. Travel & Expenses Trainee with Italian/ Early Careers Program [Free-job-postings Jobs Warszawa Free-job-postings](#)
13. Travel & Expenses Trainee with Italian/ Early Careers Program [HtmljobsJobs Warszawa Htmljobs](#)
14. Travel & Expenses Trainee with Italian/ Early Careers Program [ProgrammingjobsnearmeJobs Warszawa Programmingjobsnearme](#)

15. **Travel & Expenses Trainee with Italian/ Early Careers Program Germanyjobs Jobs Warszawa Germanyjobs ↗**
16. **Travel & Expenses Trainee with Italian/ Early Careers Program TechcompanyjobfinderJobs Warszawa Techcompanyjobfinder ↗**
17. **Travel & Expenses Trainee with Italian/ Early Careers Program Riyadhjobs Jobs Warszawa Riyadhjobs ↗**
18. **Travel & Expenses Trainee with Italian/ Early Careers Program OslojobsJobs Warszawa Oslojobs ↗**
19. **Travel & expenses trainee with italian/ early careers program Jobs Warszawa ↗**
20. **AMP Version of Travel & expenses trainee with italian/ early careers program ↗**
21. **Travel & expenses trainee with italian/ early careers program Warszawa Jobs ↗**
22. **Travel & expenses trainee with italian/ early careers program Jobs Warszawa ↗**
23. **Travel & expenses trainee with italian/ early careers program Job Search ↗**
24. **Travel & expenses trainee with italian/ early careers program Search ↗**
25. **Travel & expenses trainee with italian/ early careers program Find Jobs ↗**

Source: <https://pl.expertini.com/jobs/job/travel-expenses-trainee-with-italian-early-care-warszawa-alcon-polska-sp-z-o--f5dbd02019/>

Generated on: 2024-05-03 by Expertini.Com