

AP Intern

- Type of work: Hybrid
- Type of Contract: Internship contract for 3 months
- Full/Part time: Full Time
- Location: Poznań SSC

About Us

Bridgestone Americas, Inc. (BSAM), headquartered in Nashville, Tennessee, and Bridgestone Europe, Middle East and Africa (BSEMEA), headquartered in Brussels, Belgium, operate collectively as a "Bridgestone West" strategic region. This region services the strategic business needs of teams across the Americas, Europe, Middle East and Africa. BSAM and BSEMEA are subsidiaries of Bridgestone Corporation, globally headquartered in Japan. Bridgestone and its subsidiaries develop, manufacture and market a wide range of Bridgestone, Firestone and associate brand products and solutions to address the needs of a broad range of customers and industries.

About the Role

Job Purpose

We are looking for an AP Intern (3 month contract) reporting directly to the AP Team Leader. This is a local role, based in Poznań SSC. You will perform accounting and clerical duties related to the efficient maintenance and processing of accounts payable transactions.

Responsibilities:

- Performing day-to-day processing of supplier invoices, expense reports and related data entry (including VAT coding) using financial systems and tools
- Managing routine mismatched, blocked, or parked invoices
- Preparing supplier statements
- Performing troubleshooting and routine problem-solving where required
- Identifying and helping address supplier needs and issues by answering questions, etc.
- Preparing simple reports
- Complying with internal controls and J-SOX rules
- First-line contact and support to any local AP-related queries

Qualifications & Experience Required

Education, Master, other certification:

- Accounting or linguistic studies will be an advantage

Experience:

- Not specified, but relevant experience in similar roles is preferred

Technical Skills:

- Good MS Office skills

Languages Skills:

- Good knowledge of English; French, Spanish, and Italian will be an asset

Soft/Behavioral Skills:

- Ability to work in a team

- Ability to work under time pressure
- Attention to detail and accuracy
- Customer focus
- Confidentiality
- Self-development & ability to learn new things
- Availability 40h per week

What we offer

At Bridgestone, what really matter is to foster co-creation opportunities and empowering you to be creative and curious to make mobility safer, more efficient, and more sustainable for future generations. Whatever role you fill, when you represent Bridgestone, you are a valued teammate, and part of our larger mission to "Serve Society with Superior Quality", for that, we offer you more than just a competitive payment; we will provide you:

- A supportive and engaging onboarding experience to ensure a smooth transition into our team.
- The opportunity to develop and grow, through training and regular mentorship.
- Corporate Social Responsibility activities.
- A truly global, dynamic and challenging work environment.
- Agility and work/life effectiveness and your long-term well-being.
- A diverse and inclusive team.

Please apply with your CV at: <https://careers.bridgestone-emea.com/job-invite/54227/>

We are committed to create an even more inclusive culture that advances equity, embraces individuality, and helps our increasingly diverse teammates, customers, and communities thrive, by providing equal opportunities in employment. This means that all job applicants and members of staff will receive equal treatment and that we will not discriminate on grounds of gender, marital status, race, ethnicity, color, nationality, national origin, disability, sexual orientation, religion or age.