



E-invoicing Specialist in the Retail Department

- Type of Contract: **temporary contract till 31.12.2026**
- Full/ Part time: full time
- Location: Poznań

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.

Job Purpose

We are looking for the E-invoicing Specialist in Retail department reporting directly to the Finance Team Leader. This is a local role based in Poznań. The position focuses on supporting e-invoicing project for French entities. We can offer temporary contract till 31.12.2026

Responsibilities:

- Analyze existing processes across the organization (Sales, Purchases, other processes)
- Identify process gaps, risks, and inefficiencies
- Propose and support the implementation of process improvements
- Support adaptation of business processes to new e-Invoicing requirements in line with legal and regulatory standards

- Cooperate with internal stakeholders (Finance, IT, Operations, external partners)
- Participate in project meetings and workshops
- Support project documentation and process mapping
- Participate in the User Acceptance Testing, report progress and report possible risks
- Monitor post implementation progress, support reporting and query resolution
- Occasional business travel to France
- Other ad-hoc accounting/finance tasks

Requirements:

Qualifications & Experience Required

Education, Master, other certification:

- University degree in Finance or Accounting or Project Management

Experience (years):

- Min 3 years of experience in finance or accounting roles

Technical Skills:

- Good knowledge of MS Office, especially Excel and Power Point

Languages Skills:

- Fluent English and French

Soft/Behavioral Skills:

- Attention to detail and accuracy
- High level of customer service
- Strong communication skills
- Ability to work independently and in a team
- Ability to work under time pressure

Why should you apply?

- We are passionate about our people and want to offer them the opportunity to develop and grow.
- Bridgestone as a global company drives your career to the next level by offering you possibilities to work in an international setting.
- You will have the opportunity to experience a dynamic and challenging environment and work on different and innovative projects.
- You will work in a healthy and safety environment, as safety is a key priority area in Bridgestone.
- We offer you attractive Benefits and a Competitive Salary

If you can demonstrate the skills we are looking for and would like to make a difference in a Pioneering company dedicated to shaping a sustainable future of real-world mobility solutions, join us at Bridgestone!

Process Next Steps: All applications will be reviewed. Our HR team will contact those applicants who we would like to invite for the next stage of the recruitment process.

Please don't hesitate and apply.

<https://careers.bridgestone-emea.com/job-invite/55128/>

We are looking forward to hearing from you!

Disclaimer

Diversity and inclusion are a central part of Bridgestone EMIA's values at the highest level. This is key for our people to show a passion for excellence for improving society connected to the world in which we live. Our commitment to diversity, is linked to our founders mission of 'Serving Society with Superior Quality', which is essential in shaping and creating the organization, serving all people, respectfully, connected to our business. We recognize that everyone is different and that attracting, developing and retaining our employees will create a sustainable working environment which is essential to our success. This means that all job applicants and members of staff will receive equal treatment and that we will not discriminate in particular on grounds of gender, marital status, race, ethnic origin, color, nationality, national origin, disability, sexual orientation, religion or age.