

Currently we are looking for a new team member to join our Pepco Team as a:

Lease Administration Specialist

Your key responsibilities will be:

- Reviewing and analyzing lease agreements and related documentation
- Extracting and maintaining lease and financial data in internal systems
- Managing and processing large datasets (e.g. lease terms, rent, durations)
- Validating data quality and reconciling discrepancies across systems
- Supporting IFRS 16 reporting and audit requirements
- Collaborating with internal stakeholders and proactively resolving issues

Skills and experience we are looking for:

- Bachelor's degree (Finance, Accounting, Real Estate or related field)
- Minimum 1 year of relevant experience (incl. internships / student activities)
- Advanced Excel skills (large datasets, formulas, data manipulation)
- Very good English (minimum B2)
- Basic knowledge of IFRS 16 and accounting principles (not essential)
- Analytical mindset, attention to detail, and ability to work independently

You are bound to like your job at Pepco because we guarantee:

- Work in an international company featured on the Forbes list of the best employers in Poland and beloved by millions of consumers in Poland and Europe.
- A competitive salary and real opportunities for promotion - the development of our employees is the cornerstone of our strategy!
- Life insurance on preferential terms, to feel secure.
- An extensive benefits platform offering a wide range of options – including medical care, sports cards, events, trips, shopping vouchers, and more.
- Discounts on purchases at Pepco stores – get your favorite products at even better prices!
- A wide range of training sessions, courses, and webinars designed to help our employees grow and thrive!
- The opportunity to improve language skills by working in an international environment.
- Free psychological, legal, and financial consultations as part of our employee support program – our employees' well-being is our top priority!
- Smart Lunch – meal subsidies for the company canteen, giving access to daily on-site dishes at discounted prices.
- Financial recognition in the form of jubilee awards, additional days off, and loyalty-based discounts for employees celebrating their work anniversaries.

- A social fund providing additional financial support to ensure security and assistance in various life situations.
- A friendly atmosphere and support from colleagues who are eager to share their expert knowledge – despite being a large organization, we've maintained a warm, informal atmosphere.
- A role within a unique organizational culture – Pepcoolture – where our mission, vision, and values are the foundation of our everyday work.

Please apply with your CV at: <https://careers.pepco.eu/job-invite/12322/>