

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

Junior Payments Specialist

Your key responsibilities will be:

- Assisting with preparation and processing of payment batches in the ERP and banking portals.
- Uploading payment files and monitor feedback messages (e.g., success, rejection notices).
- Escalating any irregularities or payment issues to the Payment Specialist or Team Lead.
- Supporting exception resolution by gathering documentation and liaising with the AP or Treasury teams.
- Maintaining accurate logs and support documentation of payments processed
- Performing basic reconciliations and follow up on pending payment confirmations.
- Helping respond to payment queries under supervision, both internally and from vendors.
- Contributing to the continuous improvement of payment documentation and team knowledge base

Skills and experience we are looking for:

- Bachelor's degree in Finance, Accounting, Business, or related field.
- 0–2 years in a finance, accounting, or administrative support role.
- Familiarity with finance systems, Excel, and digital workflow.
- Good attention to detail and eagerness to learn.
- Ability to work accurately under guidance and manage routine tasks reliably.
- English and 1 European language from Pepco network are required.
- Strong attention to detail and ability to work to tight deadlines.
- Reliable and eager to learn.
- Clear communicator who asks questions when unsure.
- Team-oriented with a service mindset.
- Well-organized and responsive.

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/12263/>