Please apply at: https://bit.ly/4Cjt105

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

Junior Payments Specialist (Ukrainian-speaking)

Your key responsibilities will be:

- Support the preparation and processing of payments across ERP systems and banking platforms.
- Upload payment files and monitor payment statuses to help ensure successful transaction processing.
- Monitor and support the settlement of Accounts Payable liabilities, ensuring timely and accurate clearing of outstanding balances.
- Perform basic reconciliations and follow up on outstanding payment confirmations.
- Verify supplier balance confirmations and support the investigation of any discrepancies.
- Identify and escalate payment-related issues, working closely with the Payment Specialist and Team Lead.
- Assist in resolving payment exceptions by gathering relevant information and collaborating with Accounts Payable and Treasury teams.
- Maintain accurate payment records and supporting documentation.
- Support responses to payment-related queries from internal stakeholders and vendors.
- Contribute to improvements in payment processes, documentation, and team knowledge sharing.

Skills and experience we are looking for:

- Good command of Ukrainian and English.
- A degree (or ongoing studies) in Finance, Accounting, Business, or a related field.
- Previous experience in finance, accounting, administration, or customer support is a plus, but we also welcome motivated graduates and early-career professionals.
- Comfortable using MS Excel and digital tools, with a willingness to learn new systems.
- Strong attention to detail and a positive, learning-oriented mindset.
- Ability to stay organized and manage routine tasks effectively.
- A proactive and collaborative approach to work.
- Strong communication skills and confidence in seeking guidance when needed.
- Customer-focused mindset and willingness to support colleagues across the business.
- Reliability, responsiveness, and enthusiasm for personal and professional growth.

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.