

Junior E-invoice Specialist

- Type of work: Hybrid
- Type of Contract: Open-ended/Permanent
- Full/Part time: Full-time
- Location: Poznań EBS

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 a Junior E-invoice Specialist reporting directly to the OTC and E-invoicing Compliance Senior Team Leader. This is a local role, new position in Poznań SSC structure.

You will be responsible for monitoring and analyzing errors preventing invoices from being registered in the government portals. The role requires a deep knowledge of financial processes, SOVOS tools, and policies, including tax and statutory regulations, with a technology focus.

Responsibilities:

- Lead and support the E-Invoicing Compliance Team to deliver high-quality service to customers
- Plan, monitor, and allocate the daily, weekly, biweekly, and monthly activities of the team
- Create back-up resources and take up additional responsibilities as needed
- Act as a liaison between the E-Invoicing Compliance Team, the VAT Team, and other stakeholders
- Identify and address the training and development needs of all team members
- Provide feedback and cultivate an environment of trust, teamwork, self-confidence, and ownership
- Give input into regional and global projects and process discussions
- Monitor the performance of the SOVOS e-invoicing system and track the number and quality of invoices processed
- Monitor daily the status of e-invoices transferred to the governmental portals
- Prepare and analyze daily deliverables, monthly KPIs, and weekly status reports
- Ensure appropriate escalation of concerns and issues in a timely manner
- Support organizations in creating e-invoicing compliance reports
- Comply with internal controls and J-SOX rules
- Support the Team Leader in implementing world-class solutions
- Create process standards, policies, and documentation
- Identify, initiate, and implement process improvements as part of continuous process improvement
- Help the Team Leader establish proper process controls and conduct regular quality checks
- Monitor all changes in e-compliance laws and assist in updating systems and giving advice to all relevant business users
- Follow the VAT Team guidance on the VAT compliance requirements and take action to align systems and processes with VAT regulations

Qualifications & Experience Required

Education, Master, other certification:

- Education in Finance, Accounting, Economics, IT, or a related field is an advantage

Experience:

- Experience in e-invoicing, compliance, finance, tax, or accounting processes is an advantage

Technical Skills:

- Good knowledge of European e-invoicing regulations
- Adequate knowledge of SAP systems
- Experience with e-invoicing solutions
- Advanced knowledge of MS Excel
- Understanding of VAT and statutory compliance processes

Languages Skills:

- English – communicative to advanced

Soft/Behavioral Skills:

- Strong customer-focused attitude
- Ability to work under time pressure and manage priorities
- High attention to detail and accuracy
- Strong analytical and problem-solving skills
- Ability to work in a team and navigate ambiguity
- Confidentiality and responsibility when working with sensitive data
- Willingness to learn, self-develop, and propose improvements
- Ability to operate in a diverse and changing environment

You can apply with your CV at: <https://careers.bridgestone-emea.com/job-invite/55701/>

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.

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.