

Hapag-Lloyd AG is one of the leading global liner shipping companies with over 170 years tradition in the industry. 239 modern ships, 12.0 million TEU (Twenty-foot Equivalent Unit) transported in a year, around 13,000 motivated staff in 388 offices in 129 countries, networked through an IT System that is the industry leader. For more details, please visit our page: [www.hapag-loyd.com](http://www.hapag-loyd.com). Hapag-Lloyd Polska Ltd. – Area North with its HQ in Gdańsk is currently looking for:

## **Working Student – Accounts Payable & Receivable**

**Area North Hapag-Lloyd** consists of offices in: Poland, Finland, Sweden, Denmark, Latvia, Lithuania and Estonia.

Job location: **Poland/ Gdańsk**

Hapag-Lloyd Area North with the main office located in modern premises at Alchemia in Gdańsk is looking for a student, who is eager to learn and develop and would like to join hard-working, friendly and energetic Business Administration department – Accounts Payable & Receivable team.

### **If you have:**

- Excellent communication skills and proactive attitude
- The ability to work under pressure in fast changing environment
- Organizational skills
- Team player label
- Comprehensive knowledge of MS Office (Excel, PPT)
- Very good command of written and spoken English

### **In addition:**

- You have always wanted to work with people from different countries and cultures
- You are interested in Finance, working with and for others and want to learn from the best
- You have been studying Economy & Management (last years)
- You may have already worked in similar position in other company
- You still have time to take up a job with hourly paid contract (40 hours per week)
- You want to acquire experience in most efficient way – working together with specialists, getting real-life tasks and being encouraged to implement own solutions

## **This is the offer designed exactly for you!**

### **We are looking for someone who will:**

- Process invoices and credit notes to the supplier accounts.
- Ensures invoice match the work order details.
- Set up and maintain supplier accounts and any changes required.
- Reconcile open invoices and vendor statement inquiries as needed.
- Validate and maintain accurate customer master data records in the system
- Monitor and post incoming payments (bank statements) & customer refunds
- Follow up on outstanding receivables by daily monitoring of customer accounts Including sending statement of accounts and payment reminders
- Work closely with the Accounts Payable team and Accounts Receivable team and other relevant stakeholders.
- Take responsibility for your own workload and tasks, showing proactive approach.

## **Working Conditions**

- Flexible working hours (start from 7:00 till 9:30)
- Hybrid work after onboarding (2 days from home, 3 days from the office)
- Hourly paid contract (umowa zlecenie), 33 PLN/hour
- Underground parking for bicycles and changing room for bikers.
- Reimbursement for the monthly tickets (80 PLN)
- Recognition Days – 1 extra paid day off every six months
- Fruits in the office, Pizza Fridays' and occasional team-building events for integration.

## **What does the recruitment process for that position look like?**

1. HR Screening: once we get your CV, we'll have a phone call. During this conversation, you can learn more about the company and your role. The call is also for us to learn more about you and talk about your expectations. We make sure the conversation is concrete but also very informal and friendly. Duration about 15 min.
2. Interview with your potential Manager and HR: you will have the chance to meet your future leader and know more about job details. Duration about 30 min.
3. If both sides say yes – we will sign a contract and you will be a part of Hapag-Lloyd team! If this offer sounds intriguing, send your CV. If you have any questions, don't hesitate to contact us.

**We are looking forward to your application and for you to joining our Team!**

Please send your application with CV to: [patrycja.sobol@hlag.com](mailto:patrycja.sobol@hlag.com)