



better work, better life

# BUSINESS SUPPORT OPERATION SPECIALIST

For our leading multinational Client operating in the field of IT financing, we are looking for experienced as well as junior professionals to start immediately in the following position:

## Tasks:

- Manage the lease portfolio for a European country either on Begin or End of Lease activities
- Query Resolution - assist Senior Administrator to enable the speedy resolution of customer, Business Partner and Supplier queries regarding contracts and payments
- Prepare invoices for payment to ensure payment cycle is achieved, carrying out control checks and gaining authorization for payment
- Set up customer and financing details accurately on the systems to inception leases and send on-billing package to customer promptly
- Assist Senior Administrator on customer issues relating to mid lease activity, e.g. Lease assignments, reschedules, additions, and ensure that all necessary paperwork is signed and system changes made promptly and debt risk is minimized

## Requirements:

- We are looking for partly or fully qualified financial professionals, but we will also consider ambitious graduates planning to embark on a finance career and to gain professional qualifications.
- Customer service orientation
- Fluency in English and other European language
- Good sense of responsibility and problem solving
- Accuracy with careful attention to details
- Ability to work under pressure and meet strict deadlines
- Good communication and interpersonal skills

## Location:

- Budapest

## To apply

E-mail: [ssc\\_hu@adecco.hu](mailto:ssc_hu@adecco.hu)

Telephone: 061 3542160

URL: <http://www.adecco.hu>

FOR APPLYING PLEASE WRITE THE TITLE OF THE POSITION INTO THE SUBJECT OF THE EMAIL