

## **Associate in Service Delivery Center - POLAND, Katowice** **(Hungarian and English speaking)**

**Invidia HR** is a dynamically expanding agency specializing in recruitment and human resources services (Registry number 6696). Our services include Professional Recruitment Process execution for all levels of management, for temporary recruitment, BPO/SSC Recruitment, and payroll and personnel outsourcing. Currently for one of our clients, leading BPO center in Katowice, we are looking for candidates for the position of:

### **Associate in Service Delivery Center - (Hungarian and English speaking)**

#### **The Role**

As an Associate you and your team main role will be to support the company audit teams in conducting the audit by assisting in:

- Reviewing financial statements (statutory and IFRS). Preparation of information on client's business activity.
- Administration of balance confirmation process. Reviewing the Management Board activity reports. Performing other tasks.

#### **You will be responsible for:**

- High quality work. Ensuring that your work complies with procedures.
- Supporting other team members in service delivery if required. Make continued improvement with minimal quality review comments
- Working as an individual and as a team player. Sharing ideas and recommending examples of best practice

#### **Candidate's Profile**

- University students/ graduates (preferably: Finance, Economics, Accounting, Mathematics)
- Accounting knowledge is an asset. Strong analytical abilities and attention to detail
- Very good knowledge of **English** (spoken and written). Very good knowledge of **Hungarian** (spoken and written)
- Good interpersonal skills and ability to work in a team. Good practical knowledge of Ms Office. Ability to work under time pressure

#### **Our Offer**

- Stable work (full-time), in an international environment
- Building professional experience in leading consulting company. Training courses
- Attractive compensation package. Great atmosphere and comfortable work environment

***"Control your own destiny or someone else will." - Jack Welch***

If you are interested in the offer, please send CV to: [tamas.veres@invidiahr.pl](mailto:tamas.veres@invidiahr.pl) Only select CVs will be contacted. Candidates who participate in our recruitment process will be automatically entered into our internal database. Submitted documents will not be returned.

Please add the following clause to the end of your submitted CV: "I hereby consent for Invidia HR Sp. z o.o. with their head office in Warsaw at Leszno 12, to use my personal details hereby submitted for their recruitment process (documenting and processing personal information and forwarding said information to their clients within the structure of the client's recruitment projects) in accordance with the Law on Protection of Personal Data (Dz. U. 2002 r. Nr 101 poz. 926) until I submit a written withdrawal of consent. I confirm that I was informed of the right to modify, access and protect my personal information."