

1.

For our leading multinational client operating in the field of IT financing, we are looking for candidates to start immediately in the following position:

BUSINESS SUPPORT OPERATION SPECIALIST

Job description, 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

- Finance/Accounting college or university degree
- Customer service orientation
- **Fluency in English and other European language (German or Spanish or Portuguese or French or Dutch or Norwegian or Hebrew)**
- 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

To apply:

- Boros-Veszeli Ádám
- adehuibmdl@adecco.com
- 06/1/354-2160
- www.adecco.hu
- Facebook: Adecco Magyarország
- FOR APPLYING PLEASE WRITE THE TITLE OF THE POSITION INTO THE SUBJECT OF THE EMAIL!

2.

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:

FINANCIAL ANALYST

Please post your CV to this ad if you would like to have insight how financial **controlling** works **in a big corporation** and if you are interested how financial decisions influence the results. We are looking for a very motivated colleague with good analytical and computer skills. You will have through relationship insight into several other departments, like accounting, business support and sales.

Required

- Bachelor's Degree
- **Fluency in English or**
- **Fluency in English and Italian**

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3.

For our leading multinational Client located in Budapest, we are looking for candidates to start in the following position.

CREDIT ANALYST

Job description, tasks

- The primary role of the Credit Analyst is to review the financial statements of entities requesting credit from the company and its operating entities.
- Upon completion of this analysis the Credit Analyst will set a credit rating and the terms and conditions under which the company and its operating entities will provide credit.
- The Credit Analyst received potential transactions with customers from the Sales teams.
- In addition to the basic financial analysis, a Credit Analyst understands the following about the customer; industry risk, sovereign risk, business structure, financing relationships / capital structure and financial risks.

Requirements

- Finance or Economist Graduate
- Ability to adapt to fast paced environment
- **Fluency in English or**
- **Fluency in English and Spanish**
- Previous experience in finance
- Advanced computer skills
- Good communication skills

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4.

For our leading multinational Client located in Budapest, we are looking for experienced professionals to start immediately in the following position.

PRICING AND INVESTMENT SPECIALIST

The Financing pricers work in a shared service center, they support the sales teams over the European

countries. The customers (business enterprises or business partners) look for financing solutions for their IT investments: hardware and software purchase, and related services. The leasing or loan offers need good cooperation and teamwork of sales, pricer, credit analyst and other colleagues. The pricers make sure that the calculated rates and payment structure meet the customer's need and also profitable for the Global Financing. In this work they calculate several scenarios, considering the cost and risk factors, the actual methodology guidelines and delegation levels. The pricers in their work use either own made or standard spreadsheets or special pricing tools.

We seek for experienced colleagues with financial (or economics, engineer, technical, science etc) education, with strong proven financial interest, with good communication and technical skills.

Requirements

- Advanced English language skills
- Master's Degree
- At least 3 years experience in finance or other business analytical areas

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5.

For our leading multinational client located in Budapest, we are looking for candidates to start immediately in the following position:

BID SUPPORT SPECIALIST

The Bid Support Specialist (BSS) provides bid management, proposal development, and Solution Design & Delivery (SDD) process transaction execution services, to any Business-approved opportunity supported by the Deal Hub (DH). Identification and deployment of other services offered by the Deal Hub, document production, bid facilities and technical infrastructure. Direct assistance and support to an assigned Deal Hub Bid Manager (BM) in the performance of all recognized bid and/or proposal management activities.

Tasks

- Engage either on a set of specialised requests or a set of tasks for an end-to-end bid or proposal
- Contract preparation process support
- Work as a trusted peer with the bid manager and proposal development support team to meet client deadlines with high quality deliverables
- Providing assistance and/or executing pricing and/or Quality Assurance (QA) processes
- Pricing process and support by brand
- Perform required tasks, or provide pre-sale support as indicated by the Bid Manager
- Organizing, initiating, managing and tracking deal-related activities
- Representing the company with Business Partners, where necessary

Requirements

- College or university degree
- Ability to follow the proposal methodology
- Teaming skills, team worker attitude
- Communication and negotiation skills
- **Fluency in English and German or French or Dutch or Norwegian or Swedish or Danish or Turkish or Hebrew**
- Ability to work in a multi-lingual / cultural environment
- Good problem solving skills
- Experience in project management and/or Sales, Pre-Sales activities is an advantage

To apply

- Bálint Tóth
- E-mail: adehuibmdl@adecco.com
- Telephone: 061 3542160
- URL: <http://www.adecco.hu>
- Facebook: Adecco Magyarország
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Location

- Budapest

6.

For our leading multinational Client we are looking for candidates to start in the following position.

Successful candidates will be the point of contact and source of information for many aspects of human resources. Employees, professionals and managers from around Europe may ask for assistance over the phone, via email, or through the internet-based chat programs. With its highly qualified and multilingual staff, the company provides back-office and call-center services in 19 different languages and in the following fields: Recruitment - from selection to hiring, Compensation and benefits, Workforce management, Assistance for employees on long-term assignment, Call center information and advisory, HR administration, Payroll, e-HR, Training and Education, Event Management.

HR REPRESENTATIVE

Job description, tasks

- Providing info and data to the particular subsidiary that you are attached to
- Answering HR related questions
- Giving guidance and solving problems
- Communicate effectively to the customers on HR policy and processes, providing education where necessary
- Providing support to managers and employees on HR processes related to the area that you support
- Responsible for personal files
- Refer issues to the HR Specialist when unable to resolve personally
- Provide solution for employees' and management's complex HR queries using accurate, detailed and justified responses

Requirements

- **Fluent in English and German or French or Dutch or Spanish or Polish or Italian or Swedish or German+Turkish or French+Spanish or Dutch+French**
- Team-spirit
- Customer service oriented, able to maintain high standards when under pressure
- Professional, friendly telephone manner
- Degree or some experience in the field of HR is a big advantage but not a requirement
- Organization skills and methodical approach are important as well as the ability to "multitask"
- Excellent communication and interpersonal skills

Contact

- Zorger Szilvia
- Phone: 061 3542160
- Email: adehuibmdl@adecco.com
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7.

For our leading multinational Client located in Budapest, we are looking for candidates to start in the following position.

Successful candidates will join the Procurement Team providing technical and business support and assist internal employees and external suppliers in their purchasing requirements and duties.

PROCUREMENT OPERATIONS BUYER

Job description, tasks

- Raise purchase orders to required quality in a timely manner to achieve turn around time targets
- Resolution of invoicing and payment issues for suppliers
- Technical support for electronic invoicing
- Besides the handling of phone calls, e-mails and faxes the team also administrates in IT tools and databases.

Requirements

- **Fluency in English and German or French or Dutch or Italian or Portuguese or Swedish or Danish or Slovak or Czech**
- Ability to work in team
- Ability to manage own time and prioritise workload effectively
- Accuracy with good attention to details
- Excellent interpersonal skills
- Good communication and interpersonal skills
- Customer service orientation
- Ability to work under pressure and meet strict deadlines

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8.

KUNDENBERATER/IN

Wenn Sie Englisch mindestens auf Mittelstufe und Deutsch fast auf Oberstufe sprechen, gerne in einer Gruppe arbeiten, und sich für ein multinationales Umfeld interessieren, dann bewerben Sie sich bei uns für eine Arbeitsstelle in Budapest.

Ihr Profil:

Freude am Umgang mit Kunden Kommunikations- und Ausdrucksstärke Technische Affinität und Lernbereitschaft Ausgeprägte Service- und Kundenorientierung Konzentrierte und genaue Arbeitsweise Hohes Maß an Eigenmotivation und Teamfähigkeit Freundlich, höflich, zuverlässig Gutes Deutsch und Englisch in Wort und Schrift Allgemeine PC-Kenntnisse (MS-Office, Internet) Abgeschlossene Ausbildung in technischen Fachrichtungen, in Wirtschafts- und Sozialwissenschaften oder in vergleichbaren Studiengängen Auch Absolventen werden gerne erwartet

Ihre Aufgaben:

Sie betreuen telefonisch und manchmal schriftlich einen festen Kundenstamm in einem internationalen Umfeld Sie sind der/die Ansprechpartner/in für den Kunden bei allen Fragen rund um das Produkt Als Mitarbeiter/in im technischen Support einer namhaften multinationalen Firma nehmen Sie Kundenanfragen per Telefon oder E-Mail entgegen (inbound) und bieten Lösungen zur Störungsbeseitigung Nach einer professionellen Einarbeitung sind Sie Spezialist/in für Fehlereingrenzung und -diagnose in den Bereichen Telefon- und digitale Geräte

Ihre Perspektiven:

Intensive Einarbeitungs- und Entwicklungsmöglichkeiten Junges, motiviertes Team Wettbewerbsfähiges Gehalt und cafeteria

Bewerben Sie sich:

- Kiss Kitti
- Telefon: 061 3542160
- URL: <http://www.adecco.hu>
- [Facebook: Adecco Magyarország](#)
- Wenn Sie sich bewerben möchten, bitte schreiben Sie den Namen der Position im Titel des Emails ein.