



JLL, a Fortune 500 company, is a leading professional services firm that specializes in commercial real estate. We have nearly 300 corporate offices, operations in over 80 countries and a global workforce of nearly 80,000. We operate locally, regionally and globally – and it's up to you which scale fits your professional plans best. With us, you'll be able to participate in innovative projects and leave a lasting impact with your work. Achieve your ambitions while contributing to JLL success. We are waiting for you!

Please check what we offer and apply for the role of:

Finance Assistant

(Location: Warsaw)

Role:

The role will support the Account Finance Team with all areas of the finance functions.

Responsibilities:

- Receiving analyzing and processing purchase order requisition, creating and updating purchase orders in the system
- Maintain the Purchase Orders Database
- Support timely and accurate financial reporting
- Support Client invoicing process and suppliers payments
- Support month end processing; budgeting and forecasting
- Dealing promptly and efficiently with queries and ensuring unresolved issues are escalated
- Administrative tasks

Requirements:

- Availability 30 hours per week
- Excellent attention to detail
- Excellent numerical acumen
- Excellent PC skills, proficient in Microsoft Office tools
- Excellent, fluent spoken and written English abilities
- Self-motivated with the ability to enthuse and manage multi-cultural teams
- Experience of working in an international environment in a similar role
- Ability to work with multiple currencies

We offer:

- Contract of mandate (umowa zlecenie)
- Highly professional, multinational and dynamic environment
- Great work environment & friendly working atmosphere
- Opportunity to demonstrate your own initiatives
- Possibility of full time permanent employment