



Genpact (NYSE: G) is a global professional services and solutions firm delivering outcomes that shape the future. Our 125,000+ people across 30+ countries are driven by our innate curiosity, entrepreneurial agility, and desire to create lasting value for clients. Powered by our purpose – the relentless pursuit of a world that works better for people – we serve and transform leading enterprises, including the Fortune Global 500, with our deep business and industry knowledge, digital operations services, and expertise in data, technology, and AI.

Inviting applications for the roles of Junior Accounts Payable and Junior Accounts Receivable (Iasi on-site)!

As a Junior Accounts Payable, you will have to book invoices received from suppliers and process their payment.

Responsibilities

- Perform a primary review of the invoices, against set guidelines
- Validate the invoices
- Perform online checks as specified – eg. duplicate invoices, wrong scanning, wrong address
- Process PO and Non-PO invoices in the customer's ERP
- Update activity trackers
- Provide information to GL Team for clearing of accounts
- Send payment related information to suppliers

Minimum qualifications

- Very good knowledge of German, Italian or Spanish Language, min. B2
- Communicative level of English language
- University student or graduate
- Strong Communication Skills (verbal and written)

Preferred qualifications

- Customer culture and client management expertise
- Relevant experience in Accounts Payable
- High motivation and ability to learn
- Ability to work under time pressure

As a Junior Accounts Receivable, you will have to process invoices' payment, handle workflow management and issue resolution.

Responsibilities

- Book incoming payments and allocate them to invoices
- Investigate and identify details for the amounts received
- Ensure timely contacts with clients via email/phone/fax for collection purposes
- Report periodically/on the spot regarding the activity process indicators
- Maintain customer master data (new customer set up/ changes, etc.)
- Ensure order analysis and release in accordance with client's requirements and cut-off hours
- Perform customer account reconciliation
- Follow-up on accounts and on disputed items
- Support ad hoc requests from Business group and local units
- Ensure important metrics are met and service is delivered to end-users as encouraged

Minimum qualifications

- Very good knowledge of German, Italian or Spanish Language, min. B2
- Communicative level of English language
- University student or graduate
- Strong Communication Skills (verbal and written)

Preferred qualifications

- Customer culture and client management expertise
 - Relevant experience in Accounts Receivable
 - High motivation and ability to learn
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- Ability to work under time pressure

What can we offer?

- Attractive salary
- Consistent job openings with secure employment agreements
- Work in a multicultural and diverse environment with employees from over 30 countries
- Genpact supports professional trainings and great career development opportunities
- Free access to our award-winning learning platform
- Comprehensive benefits package including life and medical insurance, additional vacation days, partner discounts, and more country-specific perks
- Access to our referral program, empowering our employees to recommend qualified candidates and earn rewards for successful hires

Genpact is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, religion or belief, sex, age, national origin, citizenship status, marital status, military/veteran status, genetic information, sexual orientation, gender identity, physical or mental disability or any other characteristic protected by applicable laws. Genpact is committed to creating a dynamic work environment that values diversity and inclusion, respect and integrity, customer focus, and innovation. Get to know us at genpact.com and on [LinkedIn](#), [X](#), [YouTube](#), and [Facebook](#).

Furthermore, please do note that Genpact does not charge fees to process job applications and applicants are not required to pay to participate in our hiring process in any other way. Examples of such scams include purchasing a 'starter kit,' paying to apply, or purchasing equipment or training.

If interested in applying to these lasi job opportunities, please follow the links below:

- [Junior Accounts Payable with German](#) (5 openings)
- [Junior Accounts Payable with Italian](#) (4 openings)
- [Junior Accounts Payable with Spanish](#) (4 openings)
- [Junior Accounts Receivable with Italian](#) (5 openings)
- [Junior Accounts Receivable with Spanish](#) (5 openings)
- [Junior Accounts Receivable with German](#) (7 openings)