Join us and you will:

Continue to build your career

Learn from the best

Join a great team having various hobbies

WNS
Extending Your Enterprise

- **Accounts Payable with German**
- **Accounts Payable with French**
- **Accounts Payable with Spanish**
- **Accounts Payable with Italian**
- **Accounts Payable / Accounts Receivable with French**
- **Accounts Receivable with French**
- **Accounts Receivable with German**
- **Jr. RTR with French & Italian**
- **Jr. Helpdesk Agent with English**
- **Business Process Analyst with English**
- **Accounts Receivable with Italian / Spanish**
- **Travel Advisor with German – Constanta Site**

Current Jobs:

You can be the most important asset of WNS

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Accounts Payable with German

Your Mission:

- Process of PO, NON-PO invoices and Travel & Expenses in ERP
- Charges expenses to accounts and cost
- Research and resolve invoice discrepancies and issues
- Maintain the track of unpaid invoices
- Correspond with vendors
- Produce monthly, quarterly and yearly reports
- Assist with month end closing
- Provide supporting documentation for audits

Your Profile:

- At least one-year solid Accounts Payable experience
- Fluency in German and good command of English is a must
- Experience of Oracle or SAP Accounts Payable systems preferable
- Good all-round Excel skills

Are you the one? Are you ready to give a boost to your career?

Accounts Payable with French

Your mission:

- Process of PO, NON-PO invoices and Travel & Expenses in ERP
- Charges expenses to accounts and cost centers
- Research and resolve invoice discrepancies and issues
- Maintain the track of unpaid invoices
- Correspond with vendors and respond to inquiries
- Produce monthly, quarterly and yearly reports, as per the procedures in place
- Assist with month end closing
- Provide supporting documentation for audits

Your Profile:

- High proficiency in French
- Customer Service Orientation.
- Able to work with multiple applications
- Detail oriented.
- Effective time management
- Good team player

Are you the one? Are you ready to give a boost to your career?

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Accounts Payable with Spanish

Your Mission:

- Process of PO, NON-PO invoices and Travel & Expenses in ERP
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- Research and resolve invoice discrepancies and issues
- Maintain the track of unpaid invoices by solving the dunning letters received from the vendors.
- Ad-hoc queries and reports solving
- Correspond with vendors and respond to inquiries
- Produce monthly, quarterly and yearly reports, as per the procedures in place
- Assist with month end closing
- Provide supporting documentation for audits

Your Profile:

- At least one-year solid Accounts Payable experience;
- High proficiency in Spanish.
- Customer Service Orientation.
- Able to work with multiple applications at the same time.
- Detail oriented.
- Effective time management and punctuality.
- Good team player

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Accounts Payable with Italian

Your Mission:

- Process of PO, NON-PO invoices and Travel & Expenses in ERP
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- Research and resolve invoice discrepancies and issues
- Maintain the track of unpaid invoices by solving the dunning letters received from the vendors.
- Ad-hoc queries and reports solving
- Correspond with vendors and respond to inquiries
- Produce monthly, quarterly and yearly reports, as per the procedures in place
- Assist with month end closing
- Provide supporting documentation for audits

Your Profile:

- At least one-year solid Accounts Payable experience
- Fluency in German and good command of English is a must
- Experience of Oracle or SAP Accounts Payable systems preferable
- Good communication and development skills
- Flexible approach
- Good all-round Excel skills

Are you the one? Are you ready to give a boost to your career?

Accounts Payable/Accounts Receivable with French

Your mission:

- Apply payments against open invoices or contracts
- Statements of the accounts are sent regularly to Local Departments
- Direct debits invoices are booked on the accounts and cleared
- Reconciliation of the accounts
- Manual payments are processed starting from banks portals details
- Send regularly reports to Treasury in order to reconcile the balances or the number of items
- Monthly reconciliation of accounts as per manual bank statements posting and currency.

Your Profile:

- High proficiency in French - B1 level at least
- Experience in Accounts Payable/Accounts Receivable
- Customer Service Orientation;
- Able to work with multiple applications at the same time
- Detail oriented
- Good team player

Are you the one? Are you ready to give a boost to your career?

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Accounts Receivable with French

Your Mission:

- Responsibility for processing accounts receivable transaction
- Processing internal accounting documents (corrections, reclassifications
- Controlling the booking of the documents processed in order to assure the accuracy
- Communicating with the client (including other internal departments), travel agents, sales offices or other external parties in relation to processed activities and solving issues

Develops good client relationships and good relations with the colleagues (within the project)

Your Profile:

- At least 1-year experience in accounting;
- Fluency in French language and good command of English is a must;
- Proactive in solving day to day issues;
- Ability to pick up new tasks quickly;
- Good communication and development skills;
- Team player;
- Flexible approach;
- Experience of Oracle or SAP Accounts Receivable systems preferable;
- Good all-around Excel skills.

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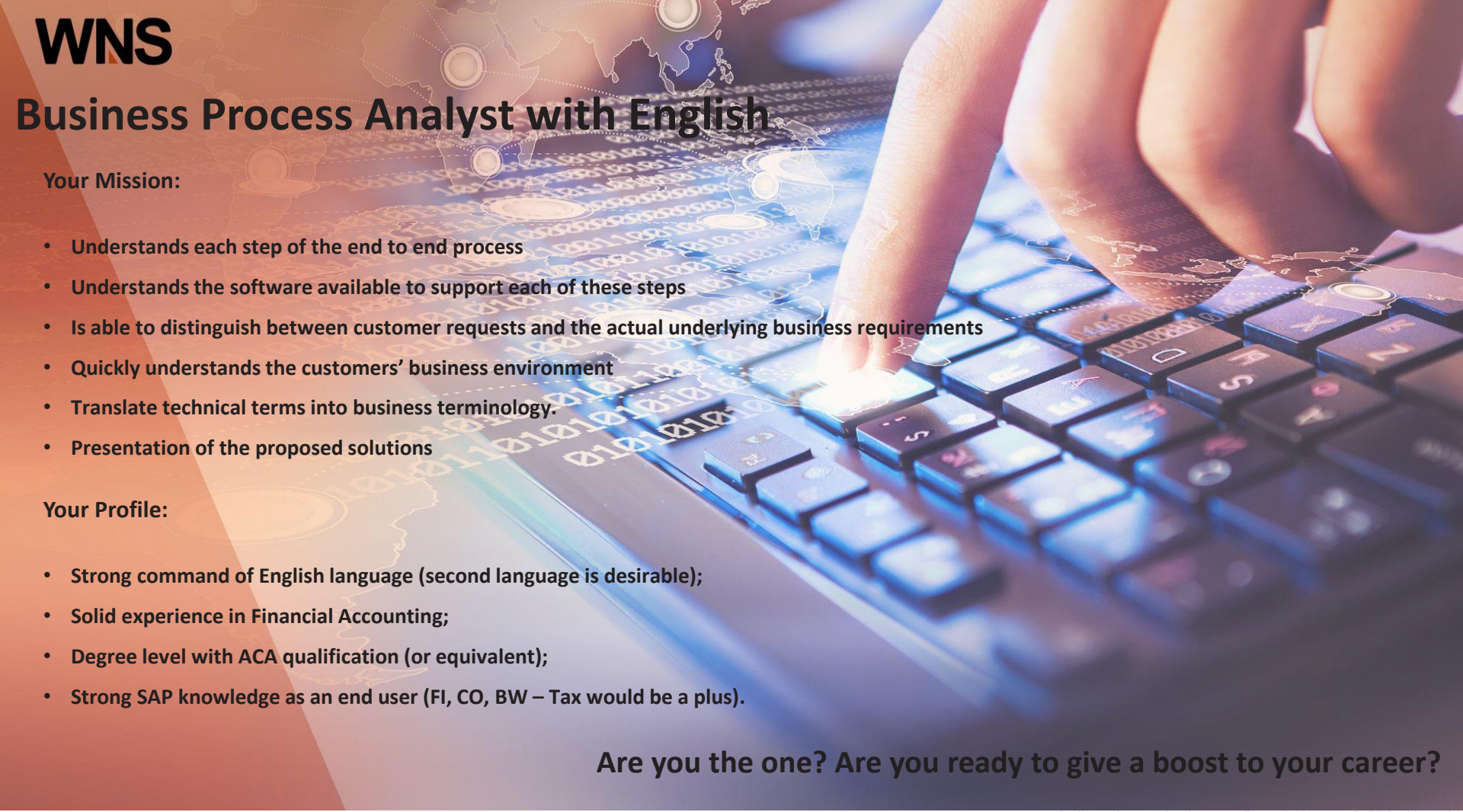
Business Process Analyst with English



Your Mission:

- Understands each step of the end to end process
- Understands the software available to support each of these steps
- Is able to distinguish between customer requests and the actual underlying business requirements
- Quickly understands the customers' business environment
- Translate technical terms into business terminology.
- Presentation of the proposed solutions

Your Profile:

- Strong command of English language (second language is desirable);
- Solid experience in Financial Accounting;
- Degree level with ACA qualification (or equivalent);
- Strong SAP knowledge as an end user (FI, CO, BW – Tax would be a plus).

Are you the one? Are you ready to give a boost to your career?

Junior Helpdesk with English

Your Mission:

- You will provide support for the external and internal clients of one of the biggest insurance company in the UK and Ireland.
- You will answer calls or emails coming from UK and Ireland customers, offering them information regarding their invoices or the status of their payments. This would include performing both front-office and back-office activities, and would require that all investigation and analysis to be completed within the agreed Service Level.
- You will interact on a regular basis with teams in the UK, Sri Lanka and India, which will enhance your cross-cultural exposure.

Your Profile:

- Advanced level of English - B2 level;
- Problem-solving skills
- Self-organizing and able to grasp a large amount of information in a short period of time;
- Strong desire to work with customers in need and willing to provide the best resolution to their queries

Are you the one? Are you ready to give a boost to your career?

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Accounts Receivable with Italian / Spanish

Your mission:

- Proactively manage collection of debt on assigned country portfolio, using established business rules, processes and methodology
- Timely resolution of queries / disputes, via liaison with both the external customer and our internal customers (Business Units, Sales, Billing Teams, Treasury)
- Month end reporting and reconciliations

Your Profile:

- At least 1-year experience in Accounts Receivable
- Knowledge of Italian or Spanish
- Good command of English is a must
- Collections experience is essential
- Strong numeracy skills
- Good all-around Excel skills

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Travel Advisor with German

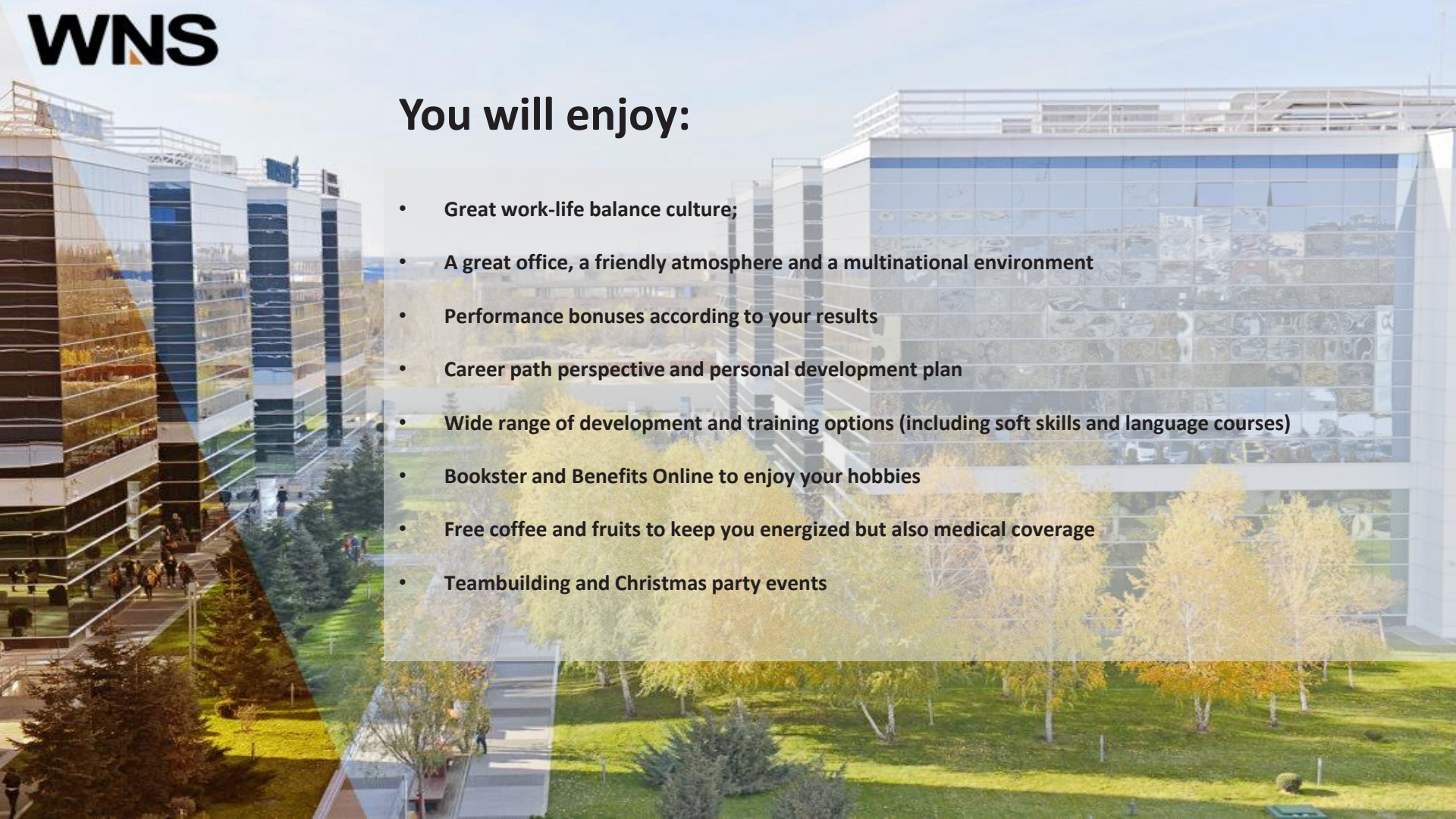
Your Mission:

- To process hotel and service bookings and confirm new requests, amendments and cancellations as quickly, efficiently and accurately as possible.
- To provide language customer support & transaction processing for B2B clients/travel agencies/travelers and/or partners or end Customers
- Availability to work on rotating shifts to cover the Departments operating hours

Your Profile:

- Customer oriented
- Good level of English and German language
- Excellent problem solving skills with attention to details
- Nice to have prior Contact Center/ CS / travel industry experience

Are you the one? Are you ready to give a boost to your career?



You will enjoy:

- Great work-life balance culture;
- A great office, a friendly atmosphere and a multinational environment
- Performance bonuses according to your results
- Career path perspective and personal development plan
- Wide range of development and training options (including soft skills and language courses)
- Bookster and Benefits Online to enjoy your hobbies
- Free coffee and fruits to keep you energized but also medical coverage
- Teambuilding and Christmas party events

Looking forward to having you as our great colleague!