



WE'RE HIRING:

P2P JR ANALYST (TEMPORARY POSITION)

Role Summary

- The Procure-to-Pay Analyst will be responsible for conducting key procure-to-pay activities such as handling escalations, solving conflicts for P2P accounts, and troubleshooting AMEX/Concur Aging, purchase orders, vendor master data, corporate card payments, cash reimbursement payments, stakeholders handling, compliance, policy optimization, audits for corporate expenses, process improvement and quality process assurance.

EDUCATION AND EXPERIENCE

- Bachelor's degree or in progress in Business, Accounting, or Finance.
- 1-4 years of relevant functional accounting or finance experience.
- Proficiency in PC skills (MS Excel, Word, PowerPoint, Power BI, Power Automate, Power Apps) required.
- Good written and verbal English communication skills required, any other language if required by the business.
- Portuguese (Desirable).
- Mandarin (Desirable)

You can send your resume to: reclutamiento-asepsa@pfizer.com or visit our web site: www.asepsa.com/empleos