



WE'RE HIRING:

## P2P ANALYST (TEMPORARY POSITION)

- **Role Summary:**

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 purchase requisitions, purchase orders, vendor master data, and invoices/credits cases. For this position, it is required to have the ability to manage a high volume of requests, support the Markets, and work along with stakeholders to provide excellent customer service in an accurate time.

- **Basic Qualifications:**

- Bachelor's degree or in progress in Business, Accounting, or Finance.
- 1-4 years of relevant functional accounting or finance experience.
- Strong written and verbal English communication skills required.
- SAP experience required.
- Accounts Payable knowledge required.
- Taxes knowledge is a plus.
- Proficiency in PC skills (MS Excel, Word, PowerPoint) required.
- Strong interpersonal skills and ability to communicate with diverse groups and individuals.
- Preferred experience in a fast-paced multinational company, in a Shared Services Financial environment (is a plus)
- Used of Microsoft Outlook and TEAMS

Send us your resume at: [reclutamiento-asepsa@pfizer.com](mailto:reclutamiento-asepsa@pfizer.com) or visit our web site: [www.asepsa.com/empleos](http://www.asepsa.com/empleos)