



WE'RE HIRING:

TRAVEL & EXPENSE ANALYST (1 YEAR CONTRACT)

Role Summary


The Travel & Expense Analyst will be responsible for conducting key T&E activities such as handling escalations, solving conflicts for colleagues 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. For this position, it is required to have the ability to manage a high volume of requests, supporting the Markets, and working 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.
- 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)

Send us your resume at: reclutamiento-asepsa@pfizer.com or visit our web site: www.asepsa.com/empleos

 Costa Rica

 Contact us: 8583-6435