

Accounts Payable Agent

GENEL NİTELİKLER VE İŞ TANIMI

Join the Corendon family as our brand-new Accounts Payable Agent!

We are looking for you as our Accounts Payable Agent for the Corendon Hotels & Resorts Head Office which is located in Antalya Turkey.

The Accounts Payable focuses on the procedures of all Dutch hotels and offer support to the resorts at Curacao.

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At the Accounts Payable department, you will be busy with a wide variety of tasks. Important is to be keen on checking the invoices. These are one of the most important factors of the department. You need to make sure that all the personal and company details are registered in the correct way before you upload them in our online workspace. You will make that everything is registered so we do not have any open ends and surprises at the end of the month. You will get and take the responsibility of keeping control of the invoices and make sure that we have a clear administration where nothing is missing.

You will also stay in touch with the external companies and suppliers to make sure all the invoices will be delivered on time. You make sure that all the invoices are delivered on time to us and catch up on all the needed administrative tasks. Together with your colleagues you will assist our colleagues when they have questions regarding invoices, payments etc. We need you to be open and friendly to assist everyone. With Corendon we have multiple different hotels and identities. It is important to keep your head cool and to keep an oversight to make sure that everything will be booked on the correct identity administration. Be assertive when the invoices are not approved or book in the right way. You approach the responsible person to check where the missing links are. Of course, you will also be involved in the general mailbox where suppliers, colleague's and other requests will come in.

Overall, a very diverse vacancy where we need you! Not a single day is the same at Corendon and that is what makes such a good employee to work for. Corendon offers loads of opportunities. Now we need you as our financial brain we will make sure that we keep an organized working environment. You will be reporting directly to the Manager of Accounts Payable. Are you our new colleague, who can speak English?

What does the job include?

- Controlling invoices on correct name and address before uploading them into our online system AFAS
- Uploading invoices from the mailbox to the online system AFAS
- Archive the uploaded invoices
- Checking statements if all invoices are in, multiple administrations
- When invoices are missing, you contact the suppliers
- Booking invoices in the different administrations, especially the hotels itself

- Helping colleagues about questions for payments or other business
 - When invoices are not yet approved, act to the person who needs to approve
 - Answering e-mails from the Accounts Payable mailbox to suppliers, also checking reminders and reply to the supplier about the status of the invoice
 - Filling the blankets from all the creditors, so they are complete in our administration with the correct data
 - Cleaning up the creditor list. Examples: Payments which are made, but no invoice or amounts we received without credit note. Also checking old invoices of why there are not yet paid/approved
What is in it for me?
- A fulltime market conform salary based on experience and skills;
 - A unique opportunity to be part of a fun, friendly and enthusiastic team;
 - A stylish, dynamic, international working environment;
 - Career opportunities within the Corendon group;
 - Room for own initiative;
 - An employer that considers CSR and sustainability of paramount importance;
 - A know where you work offer. With this offer you can sleep and eat for free for 1 night in your hotel. With this stay you can see your hotel in a different way.
 - Special discounted rates for yourself, friends and family, such as:
 1. Amazing discounts on holidays and airplane travels with the Corendon Tour operator
 2. 7% Discount for your friends & family who books a holiday at Corendon
 3. Special staff rates for a room in one of our hotels
 4. Discount at our F&B outlets including Mondri
 5. Discount at the Spa entrance in the Corendon Village & City hotel
 6. Collective Health Insurance

Aday Kriterleri

Eđitim Seviyesi:
Üniversite(Mezun)

Yabancı Dil:
İngilizce(Okuma : İyİ, Yazma : İyİ, Konuşma : İyİ)