



# Hewlett Packard Enterprise

## Customer Service Representative with French or German

### Main accountabilities:

- Contacting internal and external partners from different countries
- Preparing professional, high-quality responses to the Customers
- Taking care of safety of Client's data
- Maintain process documentation
- Training and transfer of knowledge among the team (new process or projects)
- Recommend projects to improve current processes
- Work to achieve individual and team specific goals

### Qualifications:

- University degree or equivalent experience
- **Very good knowledge of English and German or French**
- Customer focus and solution oriented
- Very good interpersonal and communication skills
- Experience in outsourcing or shared services environment will be an asset

### We are offering:

- Opportunity to develop career path in organizational structures
- Modern and friendly work environment with open door policy
- Professional trainings
- Social benefits

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**[katarzyna.heltman@hpe.com](mailto:katarzyna.heltman@hpe.com)**



# Hewlett Packard Enterprise

## HR Administration Specialist with French or German

### Main accountabilities:

- Supporting clients in HR related matters such as employment, training, compensation, benefits or pensions
- Supporting the transition of personnel administration activities into Hewlett Packard
- Supporting preparation on internal policies and procedures
- Updating employee records according to regulations
- Reviewing the compliance of incoming and outgoing documentation with policies and procedures
- Preparation of personnel administration related reports

### Qualifications:

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# Hewlett Packard Enterprise

## Accounts Receivable and Accounts Payable Specialist with French or German

### Main accountabilities:

- Contacting internal and external partners from different countries
- Answering calls and e-mails from customer
- Contacting vendors for updating bank details
- Preparing reports in Excel
- Dealing with dunning letters
- Processing invoices in a timely manner

### Qualifications:

- University degree or equivalent experience
- **Very good knowledge of English and French or German**
- Customer focus and solution oriented
- Very good interpersonal and communication skills
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**Hewlett Packard**  
Enterprise



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- Preparation of personnel administration related reports

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# Hewlett Packard Enterprise

## Accounts Receivable Specialist with German

Offer number: **1484257**

### Main accountabilities:

- Contacting internal and external customers/departments from different countries
- Reconciliation of customer accounts
- Preparing accounts receivable related reports
- Updating process documentation with possible changes in country specifics
- Identifying process improvement needs

### Qualifications:

- University degree or equivalent experience
- **Very good knowledge of German and English**
- Customer focus and solution oriented
- Very good interpersonal and communication skills
- Experience in outsourcing or shared services environment will be an asset

### We are offering:

- Opportunity to develop career path in organizational structures
- Modern and friendly work environment with open door policy
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- Social benefits

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# Hewlett Packard Enterprise

## Accounts Payable Specialist with Finnish

Offer number: **1453629**

### Main accountabilities:

- Contacting internal and external partners from different countries
- Answering calls and e-mails from customer
- Contacting vendors for updating bank details
- Preparing reports in Excel
- Dealing with dunning letters
- Processing invoices in a timely manner

### Qualifications:

- University degree or equivalent experience
- **Very good knowledge of Finnish and English**
- Customer focus and solution oriented
- Very good interpersonal and communication skills
- Experience in outsourcing or shared services environment will be an asset

### We are offering:

- Opportunity to develop career path in organizational structures
- Modern and friendly work environment with open door policy
- Professional trainings
- Social benefits

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# Hewlett Packard Enterprise

## Accounts Payable Specialist with German

Offer number: **1465001**

### Main accountabilities:

- Contacting internal and external partners from different countries
- Answering calls and e-mails from customer
- Contacting vendors for updating bank details
- Preparing reports in Excel
- Dealing with dunning letters
- Processing invoices in a timely manner

### Qualifications:

- University degree or equivalent experience
- **Very good knowledge of German and English**
- Customer focus and solution oriented
- Very good interpersonal and communication skills
- Experience in outsourcing or shared services environment will be an asset

### We are offering:

- Opportunity to develop career path in organizational structures
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- Social benefits

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# Hewlett Packard Enterprise

## Accounts Payable Specialist with Italian

Offer number: **1456991**

### Main accountabilities:

- Contacting internal and external partners from different countries
- Answering calls and e-mails from customer
- Contacting vendors for updating bank details
- Preparing reports in Excel
- Dealing with dunning letters
- Processing invoices in a timely manner

### Qualifications:

- University degree or equivalent experience
- **Very good knowledge of Italian and English**
- Customer focus and solution oriented
- Very good interpersonal and communication skills
- Experience in outsourcing or shared services environment will be an asset

### We are offering:

- Opportunity to develop career path in organizational structures
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- Social benefits

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# Hewlett Packard Enterprise

## Accounts Receivable Specialist with Italian

Offer number: **1458890**

### Main accountabilities:

- Contacting internal and external customers/departments from different countries
- Reconciliation of customer accounts
- Preparing accounts receivable related reports
- Updating process documentation with possible changes in country specifics
- Identifying process improvement needs

### Qualifications:

- University degree or equivalent experience
- **Very good knowledge of Italian and English**
- Customer focus and solution oriented
- Very good interpersonal and communication skills
- Experience in outsourcing or shared services environment will be an asset

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- Opportunity to develop career path in organizational structures
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# Hewlett Packard Enterprise

## Accounts Receivable Specialist with French

Offer number: **1483919**

### Main accountabilities:

- Contacting internal and external customers/departments from different countries
- Reconciliation of customer accounts
- Preparing accounts receivable related reports
- Updating process documentation with possible changes in country specifics
- Identifying process improvement needs

### Qualifications:

- University degree or equivalent experience
- **Very good knowledge of French and English**
- Customer focus and solution oriented
- Very good interpersonal and communication skills
- Experience in outsourcing or shared services environment will be an asset

### We are offering:

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- Professional trainings
- Social benefits

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# Hewlett Packard Enterprise

## Customer Service Representative with French

Offer number: **1493306**

### Main accountabilities:

- Contacting internal and external partners from different countries
- Preparing professional, high-quality responses to the Customers
- Taking care of safety of Client's data
- Maintain process documentation
- Training and transfer of knowledge among the team (new process or projects)
- Recommend projects to improve current processes
- Work to achieve individual and team specific goals

### Qualifications:

- University degree or equivalent experience
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# Hewlett Packard Enterprise

## Reporting Specialist

Offer number: **1464474**

The main focus of this role is around the preparation and delivery of reports, analysis, slides and other materials as per the internal or external clients' requests. Reporting Specialist should also regularly take active part in improvements creation and implementation.

### **Main responsibilities:**

- Preparation of daily/weekly/monthly reporting sets on supervisor's or client's request
- Preparation of periodical and ad-hoc reports and analysis
- Active participation in improvement projects related to reporting and operational process
- Active cooperation with BPAs in order to automate and standardize the process within the operations
- Supporting and extending tools build in Excel/Access/VBA in order to automate routine tasks; creating new tools in VBA for Excel, Access, Outlook
- Testing systems and processes if required
- Cooperate fully during internal and external audits

### **Qualifications:**

- **Fluent knowledge of MS Office Professional (Outlook, Excel, Access etc.)**
- Bachelor's degree or higher
- Fluency in English
- Attention to details, analytical skills, customer-oriented approach
- Active knowledge of VBA would be an asset
- Preferable experience at working with SAP

### **We are offering:**

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- Social benefits



# Hewlett Packard Enterprise

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## Business Process Analyst

Offer number: **1410960**

### Main responsibilities:

- Analyzing currently used systems, solutions, identifying wastes and process bottle necks
- Managing and monitoring quality projects within the account
- Proposing process improvement plans
- Improving tools used in account and delivering new solutions
- Managing and monitoring quality projects within the account
- Active participation in process optimization
- Cooperating with other BPAs in aim for an effective process improvement implementation

### Qualifications:

- **Fluent knowledge of MS Office and in VBA programming**
- Bachelor's degree or higher
- Fluency in English
- Attention to details, analytical skills, customer-oriented approach
- Very good interpersonal skills
- Experience in Business Processes Outsourcing would be an asset
- **Active knowledge of VBA would be an asset**
- Preferable experience at working with SAP

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- Social benefits

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# Hewlett Packard Enterprise

## HR Administration Specialist with German

Offer number: **1486532**

### Main accountabilities:

- Supporting clients in HR related matters such as employment, training, compensation, benefits or pensions
- Supporting the transition of personnel administration activities into Hewlett Packard
- Supporting preparation on internal policies and procedures
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- Reviewing the compliance of incoming and outgoing documentation with policies and procedures
- Preparation of personnel administration related reports

### Qualifications:

- University degree or equivalent experience
- **Very good knowledge of German and English**
- Customer focus and solution oriented
- Very good interpersonal and communication skills
- Experience in outsourcing or shared services environment will be an asset

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