

Apprenti(e) / Stagiaire - Comptable H/F

About Albea & the Product line that is recruiting

Albéa is a world leader in beauty, personal care, oral care, pharmaceutical and food packaging. Albéa Gennevilliers is home to our global headquarters.

Scope

Reporting directly to the Managing Director of the Albéa Group's Shared Services Center (CSP), AM2S.

Scope: French legal entities of the Albéa Group, based at the Group's headquarters in Gennevilliers.

Main activities

You will intervene in support of the accounting teams on the following topics

- Accounts payable: participation in the entry of invoices and invoices expense reports and control of the punctuality of payments. Administration of automatic workflows for modifying master vendor data and developing the vendor portal.
- General accounting: participation in the closing of CSP portfolio companies and treasury support.
- Management: Production of daily and monthly Key Performance Indicators. Projects and ad hoc analyses.

Profile (Experience & qualifications)

Student (e) level bac + 4/5 specialized in accounting / auditing, you are looking for an apprenticeship lasting 12 to 24 months maximum or an internship lasting 6 months.

- You master computer tools, especially Excel and the Office Pack as a whole.
- You have experienced administrative processes in past experiences.
- Knowledge of the SAP tool is a real plus.
- You demonstrate rigor, organization and autonomy in the management of your tasks.

FUNCTION

Finance- Accounting - Audit

LOCATION

Gennevilliers (92)

APPLICATION EMAIL ADRESS

jobs.gennevilliers@albea-group.com

TYPE OF CONTRACT

Intern/Apprentice

DESCRIPTION

Membre à part entière du Centre de Services Partagés (CSP), vous travaillerez avec l'ensemble des équipes comptables. Le poste vous permettra de participer aux clôtures de nos sociétés, d'effectuer des KPI mensuels ou encore de contrôler la ponctualité des paiements. Vous évoluerez dans un environnement entrepreneurial très dynamique, à taille humaine, multiculturel et multi métiers propice à l'apprentissage.