

## **Desktop administrator**

**Do you enjoy solving other people's problems? Do you like working with computers?**

**Do you want to work in a professional team?**

You will solve all desktop related issues and problems in TCS environment including both hardware and software part.

### **You are the next expert in our team if:**

- You have at least High School degree
- You have 3-5 years previous experience in similar role
- You have good knowledge of PC hardware
- You have good knowledge of Software management
- You have good communication skills

### **At TCS you will discover:**

- A colourful and dynamic work environment with a great diversity of people, cultures and business areas
- An open culture that improves the quality of life
- Learning and sharing that helps you to progress both professionally and personally

## **German Speaking Finance and Accounting Subject Matter Expert**

Do you have a bachelor's degree in Finance or Accounting?

Are you interested in using your Finance or Accounting experience as an expert?

Language requirement besides English:

- German

You will support the professional Finance and Accounting team from several perspectives (e.g.: finance related trainings, involvement in projects, creation of business related documentation, system/tool implementation, etc.) and work together with other departments to enhance or showcase the capabilities of the Finance and Accounting team.

### **You are the next expert in our team if:**

- You have College or University Degree (preferably in the fields of Finance and Accounting)
- You have prior experience (3-5 years) in Finance and Accounting
- Besides English, your **German** language knowledge is up to business standards
- You have IT skills and experience with at least two ERP systems

- You have a user level knowledge of Microsoft Office software
- You dispose of communication and problem-solving skills

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Italian or German Speaker Market Analyst Intern

**Responsibilities:**

- Getting understanding for what TCS-Client do, how they are related
- Creating flow charts
- Doing Quality Checks on ready presentations
- Participations on meetings
- Helping out the project in ad-hoc tasks
- Participating on regular trainings

**You are the right candidate if:**

- You have student enrolment (Marketing, Economics) with a min. 12 weeks mandatory internship to complete
- You need to do a mandatory internship , so you are able to work full-time in 40hours/week
- You speak English and Italian or German on an advanced level
- You have good analytical, Excel and PowerPoint skills
- You are interested in Market Research

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- You have the opportunity to be hired after the internship

**Medical Advisor**

**Are you a professional person with experience in the Medical field?**

**Are you interested in the area of Medicine and Pharmaceuticals?**

### **Do you want to work in a professional team?**

You will be a point of contact for all medical related queries that Case Handlers might have and also to do a medical review of individual safety cases when required.

### **You are the next expert in our team if:**

- You have College or University Degree Medical degree or a degree in Life Sciences
- You have intermediate English language skill
- You have good problem solving and decision making skills.
- You are a proficient user of Microsoft Office software
- You have at least 2 years of experience working in area of degree qualification

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## **Multilingual Accounts Payable Associate**

### **Do you like to deal with invoices and payments? Are you interested in accounting?**

Language requirement besides English:

- Dutch
- German

You will perform specific accounting transactions in connection with client's business activities in Accounts Payable side. You will receive and approve invoices, post invoices, account reconciliation, payment processing and intercompany reconciliation.

### **You are the next expert in our team if:**

- You have College or University Degree (preferably in the fields of Finance and Accounting or Economics)
- You have prior experience (at least 1 year) in Accounts Payables position
- Besides English, your **Dutch** or **German** language knowledge is up to business standards
- You have IT skills (preferably SAP)
- You have a user level knowledge of Microsoft Office software
- You dispose of problem-solving skills

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Multilingual Accounts Receivable Cash Collector

The main task is to contact customers for overdues, calling them by phone or sending e-mail, liaise with Sales Representatives, Customer Service Department in order to resolve disputes and report to Senior Credit Management, Coordinators and Team Management, helping them with up to date information in decision making.

**You are the next expert in our team if:**

- You have a College or University Degree (preferably in Economics/Finance/Accounting)
- **Besides English**, your **French** language knowledge is up to business standards
- You have (at least 1 year) experience in AR/AP side or in accounting field
- You are a proficient user of Microsoft Office software

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## **Multilingual Accounts Receivable Biller Associate**

**Do you like to deal with invoices? Are you interested in Finance field?**

**Do you want to work in a professional team?**

You will work in an international team, collecting and processing invoice payments in a professional business environment.

**You are the next expert in our team if:**

- You have College or University Degree in Economics/Finance & Accounting
- Besides English, your **Czech and Slovak** language knowledge is up to business standards
- You have strong oral and written communication skills
- You are a proficient user of Microsoft Office software
- You have basic knowledge of SAP

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## **Multilingual Junior Financial Analyst**

**Do you like to deal with financial data?**

**Are you interested in finance?**

Language requirements besides English:

- Polish
- Hebrew
- Turkish
- German + Russian

You will analyze financial data and extract information from financial statements of enlisted public and private companies from across the globe using a client-provided interface to support our client in providing accurate, real time information regarding companies' financials and key performer indicators to their end customers.

### **You are the next expert in our team if:**

- You have College or University Degree in Economics, or work experience related to this field
- You have not more than 4 years of experience in the finance field
- **Besides English**, your **Polish** or **Hebrew** or **Turkish** or **German and Russian** language knowledge is up to business standards
- You have outstanding math and/or **analytical skills**
- You have strong oral and written communication skills
- You are a proficient user of Microsoft Office software
- You dispose of problem-solving skills

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## **Service Desk Analyst**

**Do you enjoy solving other people's problems? Do you like working with computers?**

**Do you want to work in a professional team?**

You will provide essential technical assistance to the users utilizing various channels (e.g. phone, e-mail).

### **You are the next expert in our team if:**

- You are flexible, fast learner
- Besides English, you have excellent **Italian** or **French** or **Dutch** or **Spanish** or **German** language command
- You have excellent customer service and communication skills
- You have worked in similar fields (preferable)
- You dispose of problem-solving skills
- You are familiar with various IT tools

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## **Patient Safety Administrator**

**Are you interested in working in the area of Health Sciences? Do you enjoy working with drug side effects? Do you want to work in a professional team?**

You will enter reports of drug side-effects from post-marketed or clinical study source to the safety database, and resolve queries related to pharmacy activities and individual case reports.

### **You are the next expert in our team if:**

- You have College or University Degree in biosciences or an appropriate healthcare or pharmaceutical industry background
- You have intermediate English language skill
- You have Basic competence with medical and therapeutic terminology
- You are a proficient user of Microsoft Office software

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## **Russian Speaker SAP Frontline Consultant**

**Do you like working with computers? Are you interested in Information Technology?**

**Do you want to work in a professional team?**

SAP Frontline consultant will provide level one support for the Russian market. The day to day tasks are to respond to customer issues concerning SAP Sales & Distribution by providing frontline support - technical support functions.

### **You are the next expert in our team if:**

- You have good knowledge of SAP modules (Modules SD, MM,FICO)
- *Besides English*, you have excellent **Russian** language command
- You have strong aptitude to learn new processes and technologies
- Strong organizational and coordination skills
- You have strong customer interaction skills
- You have ability to work in a fast-paced working environment
- You have strong interest in learning about the business environment

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