

The Estée Lauder Companies attracts the most outstanding people from diverse industries and nurtures their talents. Whether they work in one of our stores, on a production line, at our corporate headquarters in New York City or in one of our affiliates worldwide, our employees take pride in their contributions to our success.

We are looking for
Reporting Trainee
to join our team in Budapest!

ABOUT ONESOURCE

In recent years ELC has created a cross-functional shared services function called OneSource. OneSource is helping fuel the Company's growth by streamlining and simplifying the delivery of internal business services for HR, Legal, Finance and Point of Sale support with 3 core principles: easy, customer first and results driven. OneSource family members are valued, representing our OneSource brand and helping to take our services to the next level. One of the most important contributors to Estee Lauder's success is our "HighTouch" customer service. "High Touch" means delivering outstanding personalized service and education to our customers continuing with the legacy of our founder Estée Lauder.

PRIMARY FUNCTION

Compile and calculate the suggested Rebilling Prices for the Estee Lauder Companies affiliates for various functions. Maintain and update the rebilling files. Handle affiliate notifications and questions.

RESPONSIBILITIES

- Receive and fact check transaction data from various sources
- Generate the billing files for affiliates following corresponding time schedule
- Enter charges into SAP as per instructions
- Maintain the affiliate rebilling information
- Execute ad-hoc changes to monthly rebills due to change in information
- Generate and review the Monthly recharge reports
- Notify colleagues of monthly and quarterly billing
- With the support of senior colleagues follow up on internal or external queries to resolve discrepancies
- Provide training to affiliates on billing approvals, reporting, calculations etc.
- Work closely with the ELC Vendor Management Team (based in NYC and Budapest)

REQUIREMENTS

- Ongoing collage/university studies preferably on the field of accounting/finance/economics
- Willingness to work at least 20+ hours/week (flexible, home office is available) – We can give a certificate for last semester's mandatory internship if requested
- Strong analytical and statistical skills
- Able to follow processes and to manage multiple deadlines (reprioritizing as needed)
- Strong attention to detail and service orientation
- MS Office skills to a high standard, medium level of Excel required
- SAP knowledge is a plus
- At least intermediate English knowledge

If this opportunity sounds exciting for you, please send your CV to kbanati@hu.estee.com