

Purchase to Pay (P2P) - Assistant

Vaše náplň práce

We're looking for a detail-oriented and organized Purchase to Pay (P2P) Assistant to join our Finance team in Várzea Paulista, Brazil. In this role, you will provide essential support to the P2P cycle, assisting invoice booking / management and vendor support activities. The ideal candidate will demonstrate organizational skills, attention to detail, and the ability to work efficiently in a fast-paced environment while maintaining accuracy and compliance with company policies.

- Receive, verify, and match invoices against purchase orders
- Maintain organized vendor files and documentation in compliance with company standards
- Support the payment processing cycle
- Coordinate with internal departments and external vendors to resolve discrepancies and inquiries
- Monitor and track P2P transactions using SAP systems to ensure proper workflow progression
- Perform reconciliation tasks to identify and resolve variances in P2P process
- Support the preparation of reports and analytics as requested
- Ensure adherence to company policies, procedures, and regulatory requirements throughout all P2P activities

Váš profil

****Required Qualifications:****

- Proficiency in ERP systems (such as SAP)
- Organizational and time management skills
- Attention to detail and commitment to accuracy in data entry and documentation
- Understanding of accounting/brazilian taxes principles
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook)
- Ability to work independently and collaboratively with cross-functional teams
- Strong analytical skills to identify and resolve process issues

****Preferred Qualifications:****

- Written and verbal communication skills in English
- Previous experience accounts payable, taxes or purchase-to-pay operations
- Experience with invoice processing and vendor reconciliation
- Problem-solving mindset with the ability to streamline processes and improve efficiency

Co nabízíme

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O nás

Since its spin-off in September 2025 AUMOVIO continues the business of the former Continental group sector Automotive as an independent company. The technology and electronics company offers a wide-ranging portfolio that makes mobility safe, exciting, connected, and autonomous. This includes sensor solutions, displays, braking and comfort systems as well as comprehensive expertise in software, architecture platforms, and assistance systems for software-defined vehicles. In the fiscal year 2024 the business areas, which now belong to AUMOVIO, generated sales of 19.6 billion Euro. The company is headquartered in Frankfurt, Germany and has about 87.000 employees in more than 100 locations worldwide.