

Tax Refund Officer

Planet Shared Services Centre Sp. Z o.o.

<https://www.pracuj.pl/praca/tax-refund-officer-with-polish-warszawa,oferta,1002272976>

Your responsibilities

- Run the daily payments processing and ensure file processing has occurred correctly
- Execute foreign exchange deals and merchant payments
- Run merchant reporting, invoicing and statementing
- Provide excellent customer service, by responding quickly to customer queries with accurate information, in line with established SLA's
- Resolve issues/queries by interacting and communicating with other colleagues/ departments

Our requirements

- A payments professional with industry experience
- Detail oriented, organized with proven time management skills and the ability to deliver to tight deadlines
- Good analytical aptitude
- Fluent English & Polish
- Advanced level Microsoft Excel

Our offer

- Contract of employment
- Life insurance
- Cafeteria card
- Private medical care
- Remote work opportunities