

ACCOUNTS RECEIVABLE - Internship position for 6-12 months

Department: Accounting

What's the job:

- Ensure the accuracy of all charges and credits to the various accounts
- Follow up on all overdue accounts
- Support in the management of all account queries and disputes
- Balance accounts on a daily, weekly and monthly basis
- Maintain excellent communication with clients and good working relationships with all hotel areas

Requirements:

- Willingness to learn and ability to cope with various responsibilities
- Ability to work with figures and logically derive data
- Ability to work under stress and tight deadlines
- Be pro-active, well-organized, strict in data keeping and processing
- Good communication and negotiation skills
- Fluent level of English language

What we offer:

- Go Hilton Team Member Travel Program
- MultiSport card at preferential prices
- Additional medical insurance
- Employee assistance program
- Food vouchers
- Meals and coffee treatments at Team restaurant

Contact:

If you are interested in this exciting career opportunity or you know someone to recommend, please submit a CV and a motivation letter to Human Resources.

MIND

WE SEEK LIFELONG LEARNING AND MINDFUL LEADERSHIP



Contact us at:
02/9335051
sofhi_hrd@hilton.com
Hilton Sofia