

AP EXECUTIVE GREEK MARKET

How to Apply:

We are looking for an enthusiastic, dynamic team member, who would like to experience an international working atmosphere being part of our AP Team.

At a Glance:

This position offers you the possibility of being part of a growing team that supports all entities of the Group. This is the opportunity to start your professional career in a multinational in Tourism sector.

What you will be doing:

The AP department is responsible for the management and control of supplier and 3rd party accounts, carrying out the following tasks:

- Supplier Account Management: review supplier accounts to identify possible issues (debtor balances, old creditor balances etc.).
- Invoice Management.
- Process Prepayment / Guarantee / Deposit requests.
- Process Outgoing Payments.
- Local E-Billing maintenance and support.
- Local VCC maintenance and support (where applicable).
- Supplier Dispute Management & Issue Resolution: answer supplier queries/claims received and review and resolve all issues during the invoice matching process.

What we are looking for:

Higher Education Business Administration, Finance or equivalent.

- Languages required: Native Greek and High level of English and Spanish.
- Good understanding of AP principles and analytical mind-set.
- Experience in Accounts Payable desirable.
- Supplier oriented; good customer service and negotiation skills.
- Good interpersonal and communication skills.
- Strong MS Office knowledge, experience in working with SAP is desirable.
- Team player spirit.



What we can offer you:

TUI Travel PLC is one of the world's leading leisure travel companies, operating in approximately 180 countries worldwide. TUI Travel's vision is to make travel experiences special. Through more than 200 brands it provides more than 30 million customers from over 31 source markets with a wide choice of differentiated and flexible travel experiences to meet their travel needs.

The Group was created in September 2007 as a result of the merger between First Choice Holidays PLC and the Tourism Division of TUI AG and is listed on the London Stock Exchange. Headquartered in Crawley, UK (close to Gatwick airport), the Group operates with 53,000 colleagues and is organised in three Sectors (Mainstream, Accommodation & Destinations, Specialist & Activity).

The Accommodation & Destinations Sector (A&D) is a global provider of travel services. It has over 11,500 employees selling products and services in more than 150 countries. Its businesses provide hotel accommodation, transfers, excursions and tours, meetings and events, visa outsourcing and cruise handling services to tour operators, travel agents, corporate clients and direct to the consumer. Its top selling brands include Hotelbeds, LateRooms and InterCruises.

The sector is divided into three divisions: Hotelbeds, Destination Services and The LateRooms Group.

Hotelbeds is the Division focused on the Bedbank with the brands Hotelbeds, Bedsonline, Hotelopia & Liberate, as well as the Transfer & Activity Bank, with the brands Activities, Transfers and Experiences, Hotelextras and isango! These businesses are in fast growing segments of the travel industry. In fact Hotelbeds is the global accommodation provider for the travel industry with an online database of over 60,000 hotels

The Destination Services Division is a global leader providing services to customers in destination through one global network of Destination Management Companies (currently operating under the brand Destination Services and World of TUI) and three Specialist businesses: InterCruises (Cruise Handling Specialist), Pacific World (Meetings & Events Specialist) and TT Services (Visa Outsourcing Specialist).

The LateRooms Group Division is an online accommodation retailer with three strong consumer brands operating in distinct markets and providing good value hotel rooms worldwide through the popular online brands LateRooms.com, AsiaRooms.com and MalaPronta.com.

Our international teams pride themselves in making travel experiences special for customers from the point of sale to servicing them in destinations. Our colleagues provide travel services direct to the consumer and work with the travel providers such as airlines, operators and agents supplying all the essentials that make customers' holidays a special experience in destinations.

Join Accommodation and Destinations for the freedom to shine and push boundaries by working in the fastest growing segments of the travel industry, with destination experts around the globe and spirited and genuine people delivering great customer experiences and spreading smiles around the globe.

Contact:

Irene Arrojo

Email: iarrojo@hotelbeds.com Phone: +34 971 189 649