

With a start-up spirit and 95,000+ curious and courageous minds, we have the expertise to go deep with the world's biggest brands—and we have fun doing it. Now, we're calling all you rule-breakers and risk-takers who see the world differently and are bold enough to reinvent it. Come, transform with us.

We are inviting applications for the role of Process Associate, Collections

Responsibilities

- The opening is in Accounts payable team where vendor Invoices will have to be checked, processed & paid.
- Non-Voice profile for Accounts Payable core accounting
- Handling email queries from vendors & internal stakeholders
- Getting the clarifications resolved from vendors & internal stakeholders via email and calls
- Preparing the account reconciliations / resolving the open items coming in account reconciliations
- Reasonable accounting knowledge.

Qualification:

- [B.COM/BBA](#), [M.com/MBA](#) (Preferable) with Commerce background as Accountancy as subject
- Above average oral & writing communication skills (In English)
- Have reasonable accounting knowledge
- Should be able to do multi-tasking & be flexible

Preferred qualifications

- Good customer handling skills
- High Energy level
- Effective probing skills and analysing / understanding skills
- You should be able to work on a flexible schedule (including weekend shift)

Genpact is an Equal Opportunity Employer and considers applicants for all positions without regard to race, colour, religion or belief, sex, age, national origin, citizenship status, marital status, military/veteran status, genetic information, sexual orientation, gender identity, physical or mental disability or any other characteristic protected by applicable laws. Genpact is committed to creating a dynamic work environment that values diversity and inclusion, respect and integrity, customer focus, and innovation. For more information, visit www.genpact.com. Follow us on Twitter, Facebook, LinkedIn, and YouTube.