

Colombia Jobs Expertini®

Intern / Sena (Financial Operations)

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Company: Bizagi

Location: Bogotá

Category: business-and-financial-operations

Bizagi is growing fast as part of the rapidly expanding cloud automation market. Right now, we're looking for the best individuals across regions with a talent for innovation. We are extremely passionate about our global team, our diversity, our culture and our customers. Bizagi is a global software company born in LATAM with a strong presence in EMEA and growing fast in NAM. Bizagi stands for Business Agility with a clear vision: to be the best process automation company enabling large organizations to change faster.

Because traditional software development and legacy systems can be slow, Bizagi developed an easy-to-use cloud platform for low-code process automation. It helps organizations across industries to launch modern apps that digitize and automate the way the business works. Customers include adidas, DHL and Old Mutual.

What is it like to work at Bizagi?

We are an ambitious and innovative team, so the path ahead will give you new opportunities to grow professionally. You'll have the chance to work with talented people across the globe – including our world-class leaders. Every Bizagi employee has the chance to make a tangible impact on the company's success and we believe in having fun along the way. We don't take ourselves too seriously and we celebrate new ways of thinking. Once you join you will see also that Bizagi embraces diversity, equality, inclusion, and mutual respect. Importantly, we believe that people do their best work when they have a healthy work-life balance, so we live and breathe flexibility every day. Our values are to be innovative, collaborative, and responsive. We believe in being accountable for responsibilities and working towards outcomes, not hours in the office or 'online'.

Come join us and find out what the best work of your career could look like here at Bizagi!

¿Que estamos buscando?

Buscamos un estudiante Sena en gestión administrativa o carreras afines que tenga interés por el área de Finance Operations. El candidato debe tener conocimientos básicos de gestión de proveedores y presupuesto

Apoyará al área de compras, validación con proveedores, cotizaciones y facturación.

Requerimos una persona responsable, proactiva, organizada y con capacidad de trabajo en equipo.

Responsabilidades

Contactar a proveedores

Realizar cotizaciones

Gestionar facturas

Competencias

Conocimiento básico Excel

Responsabilidad y compromiso con el trabajo

Proactividad e iniciativa para resolver problemas

Organización y atención al detalle

Comunicación efectiva y trabajo en equipo

Benefits

Competitive Salary Package, Comprehensive benefit package, Bonus and Incentive

Compensation Programs, Stock Options

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