

WORK VAPOR

Job Link: <https://workvapor.in/jobs/p2p-associate-fresher-379313/>

HIRING ORGANIZATION

Protiviti India

EMPLOYMENT TYPE

Contractor

JOB LOCATION

Tamil Nadu, India

? Remote work from: India

P2P ASSOCIATE FRESHER

BASE SALARY

INR 100000 - INR 225000

DESCRIPTION

P2P Associate

Company: Protiviti India

Location: Chennai, Tamil Nadu

Work Mode: Hybrid

Salary: ?1 LPA – ?2.25 LPA

Job Type: Full-Time Contract

Contract Duration: 12 Months

Contact Email: arpana.jethwa@protivitiglobal.in

Protiviti India is hiring for P2P Associate. This is a hybrid position for freshers and candidates with up to 1 year of experience. The work location is Old Mahabalipuram Road OMR Sholinganallur Chennai Tamil Nadu.

This role is for graduates with basic accounting knowledge. The job is in Procure to Pay operations. It includes procurement support accounts payable invoice processing vendor data handling and payment-related work.

You will support procurement of goods and services. You will also help in purchase requisition and purchase order processing. The role includes invoice validation vendor master data updates and support in payment activities.

You will work with vendors and internal teams for issue resolution. You will maintain records and documentation. You will also follow company process and policy requirements

in daily work.

Responsibilities

- Manage procurement of goods and services
- Support accounts payable activities
- Process purchase requisitions
- Process purchase orders
- Handle invoice processing and validation
- Maintain vendor master data
- Support payment processing activities
- Follow company policies and procedures
- Coordinate with vendors and internal teams
- Maintain accurate records and documents

Freshers are welcome to apply. Candidates with up to 1 year of experience can also apply. Basic accounting knowledge is mandatory for this opening. Good communication and analytical skills are required.

Candidates should be willing to work in rotational shifts. For experienced candidates PF and Form 16 documents from all previous organizations are mandatory during the hiring process.

Shift Timings

- 3:30 AM to 1:00 PM
- 11:00 AM to 8:30 PM
- 12:00 PM to 9:30 PM

This is a 12-month contract role. It can be a good opportunity for candidates who want to start their career in finance and accounting operations.

Interested candidates can contact the company through the email below and fill the application form shared in the job post.

Contact Email: arpana.jethwa@protivitiglobal.in