

PTP Specialist

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Company: Nouryon

Location: Mexico City

Category: other-general

PTP Specialist

At Nouryon, our global team of Changemakers takes positive action every day, to reach higher collectively and individually. We create innovative and sustainable solutions for our customers to answer society's needs – today and in the future.

We are looking for team members who bring ideas forward, champion others and work together to do better. Does that sound like you?

About the job

As a PTP Specialist, you'll handle first-line support for ERP applications and oversee the end-to-end Procure-to-Pay process, including potential escalations. Responsibilities include supporting payment runs, contributing to continuous improvement projects, training users, preparing reports, and organizing issue resolution calls.

In your future role as PTP Specialist, you will

Provide initial support for ERP application issues and oversee the entire Procure-to-Pay process, including managing any escalations from external suppliers and internal stakeholders.

Assist with the payment processing and serve as a backup for approving payment proposals.

Contribute ideas for continuous improvement projects and participate in testing changes within the SAP system.

Train new employees and end-users on CVEND, Concur, and SAP software.

Prepare bi-weekly performance reports for each site.

Coordinate issue resolution meetings for each site, ensuring thorough documentation of action items and leading follow-up efforts to resolve issues effectively.

We believe you bring

University degree (Associate's degree minimum, Bachelor's degree preferred) in Accounting, Business Administration, Finance, or related field.

Solid experience in accounting within ERP systems, with a preference for SAP experience.

Fluent in both English and Spanish.

Good to know

This is a permanent position on a full-time basis, reporting to the PTP Manager Supervisor and based out of Mexico City, MX.

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