

Travel and Expense Associate

Jūsų užduotys

As an **Expense Associate**, you will play a key role in ensuring accurate and compliant expense report processing for Continental Tires. This position is responsible for reviewing, validating, and auditing employee expense submissions while ensuring full adherence to Continental's Travel and Expense Policy. You will also provide support to employees, maintain process documentation, and contribute to continuous improvement initiatives within the team.

Key Responsibilities

- **Conduct audits** of submitted expense reports to ensure accuracy and alignment with Continental's Travel and Expense Policy.
- **Perform post audit reviews** to verify compliance and identify potential risks.
- **Escalate repeat non compliance cases** to management for further evaluation and corrective actions.
- **Maintain and update team process documentation** in a timely manner to ensure accuracy and consistency.
- **Provide customer service support** by addressing employee inquiries related to expense policies, procedures, and system use.
- **Reconcile corporate credit card charges** with submitted expense reports, proactively resolving discrepancies and outstanding items.
- **Assist with additional tasks, projects, and initiatives** as assigned by Management, including support for audits, process improvements and other special projects.

Reikalavimai

1. **Bachelor's degree in Business, Finance, Accounting, Management, or a related field.**
2. 1-2 years of work experience is an advantage, but **fresh graduates are welcome to apply.**
3. **Strong communication skills**, with the ability to collaborate effectively across teams.
4. Knowledge of **SAP** and **Concur** systems is a plus.
5. **Proficiency in Microsoft Office**, particularly Excel and PowerPoint.
6. **Collaborative**, eager to learn, and demonstrates a positive attitude toward work and continuous improvement.
7. **Willing to work mid shift or night shift schedules**, depending on business needs.
8. **Hybrid work setup.**

Mes siūlome

- Hybrid work setup
- HMO upon hire
- Values-based culture



Darbo ID
REF96220X

Darbo sritis
Finansai ir kontrolė

Vieta
Taguig

Lyderystės lygis
Leading Self

Darbo laiko lankstumas
Hybrid Job

Juridinis asmuo
**Continental Tires Manila
Business Services Inc.**

- Learning Opportunities

Ready to drive with Continental? Take the first step and fill in the online application.

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Continental is a leading tire manufacturer and industry specialist. Founded in 1871, the company generated sales of €39.7 billion in 2024 and currently employs around 95,000 people in 54 countries and markets.

Tire solutions from the **Tires group sector** make mobility safer, smarter, and more sustainable. Its premium portfolio encompasses car, truck, bus, two-wheel, and specialty tires as well as smart solutions and services for fleets and tire retailers. Continental has been delivering top performance for more than 150 years and is one of the world's largest tire manufacturers. In fiscal 2024, the Tires group sector generated sales of 13.9 billion euros. Continental's tire division employs more than 57,000 people worldwide and has 20 production and 16 development sites.

GBS Tires Manila provides services across different General and Administrative functions including but not limited to Accounts Payable, Accounts Receivable, General Ledger, Intercompany Accounting, and Compliance processes.

The shared service center serves mainly the Americas including USA, Canada & Mexico with near term expansion to Brazil as well as to Tire sector headquartered in Germany sector which ultimately supports Tires global operation. Strategic assessments are in process evaluating to provide services other functional areas such as purchasing, accounting, IT, etc to global Tire locations.