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# Example of PTP Specialist Job Description

Our innovative and growing company is looking to fill the role of PTP specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for PTP specialist

* Finding solutions for all incoming/upcoming queries – investigate, monitor, follow up issues and provide information on progress
* Provide and continuously improve service levels in co-operation with the IMC, Logistics, Finance and other parts of the business to strive for excellence in a highly competitive environment
* Identify and understand the financial impact of the processes
* Adherence to Global and local business policies and procedures
* Understand customer service and cultural needs of each market
* Support process improvement ideas in PTP
* Creating the journal for posting
* Dealing with all budget failed items
* Answering all queries from PO requestor/journal posting related questions
* Responsible for the new VAT reconciliation GL account

## Qualifications for PTP specialist

* Dutch advanced
* Identify customer needs and local issues related to the PtP process and escalate them to the PtP Regional Office Team Leader and resolve escalated issues from Service Center
* Identify improvements and follow up on action plans to improve and harmonize the PtP process by working with multiple GBUs and sites
* Monitor PtP process performance on sites and ensure KPIs are followed
* Ensure good communication between Service Center, Process Experts and internal site customers
* Bachelor Degree in Accounting /Supply Chain or equivalent