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# Example of PTP Specialist Job Description

Our growing company is hiring for a PTP specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for PTP specialist

* Always up-to date with all queries
* Responsible for monitoring month end closing using related monitoring tools during closing
* Responsible of escalations and support to PtP AP teams service provider where needed
* Fixed assets (Depreciation, FA sale and disposal)
* Payroll booking
* Any relevant tertiary qualification and a proven ability to influence through relationships to drive continuous improvement methodologies
* You ensure correct execution of the Accounts Payable process in accordance to the process charter
* You monitor and coordinate the execution of the entire Purchase to Pay (P2P) process
* Work closely with the PTP Global Process Owner (GPO) and Process Stewards in the design, implementation and testing of the robotic process automation (RPA) solutions that will drive significant value across MSD globally
* Participate with other PTP Senior Specialists in the identification and design of solutions utilizing both RPA and non-RPA automation tools and help the engineering team in the project delivery

## Qualifications for PTP specialist

* Minimum 5 experience in Provisioning and/or Account payable
* Knowledge in Purchasing, Supply Chain, Stock management will be an advantage
* Good working command of English and Chinese
* Some travelling in China will be required
* Previous experience in PtP area
* Fluent Hungarian (writing and speaking)