



Example of Junior Auditor Job Description

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Our innovative and growing company is hiring for a junior auditor. 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 junior auditor

- Contribute to automation of processes
- Working overtime 9am - 9 pm
- Identify main improvement areas when on-field auditing
- Get the buy in to implement action plans in the audited entities
- Communicate properly on good practices and areas for improvement
- Build trustful relationships with auditees and our corporate stakeholders, to be recognized by community as adding value
- Participate to cross and global analysis to identify clear recommendations
- Be proactive on solutions regarding audit issues and team organization
- Bring and enlarge IC, SAP own competences and international experience
- Perform and present implementation benchmark on selected sub-processes (Sales, Procurement, Treasury...)

Qualifications for junior auditor

- Must be able to obtain/maintain any necessary licenses and/or certifications, including background and credit checks
- May be used for college internship credit
- Flexible part time scheduling
- Be able to prioritise and manage tasks
- Undergraduate degree in Computer Science, Information Systems, Information Technology or a business discipline

