



13 April 2026

### FULL-TIME CAREER OPPORTUNITY

We at **Holcim Global Hub Business Services (GHBS)** are pleased to announce an opening for a Senior Associate in our Procure-to-Pay team. We are a finance captive and global shared services centre for **Holcim**, a Swiss multinational and global leader in building materials.

#### **Know Us Better:**

Website - <https://globalhub.holcim.com/ghbs>

LinkedIn - <https://www.linkedin.com/company/holcim-global-hub-business-services-pvt-ltd/mycompany/>

Holcim Website - <https://www.holcim.com/>

- Location: Airoli, Navi Mumbai
- Work mode: Work from Office, Full time job
- Shift Timings: 11:30 AM to 8:30 PM (Home drop provided after the shift)

#### **Job Summary**

The Accounts Payable Specialist is responsible for the full cycle of accounts payable processing. This includes receiving, processing, and verifying invoices, reconciling vendor statements, and ensuring that payments are issued accurately and on time. The ideal candidate is detail-oriented, organized, and capable of maintaining professional relationships with internal departments and external vendors.

#### **Key Responsibilities**

- **Invoice Processing:** Review all invoices for appropriate documentation and approval prior to payment. Sort, code, and enter data into the ERP or accounting system.
- **Payment Cycles:** Prepare and perform check runs, wire transfers, and ACH payments.
- **Discrepancy Resolution:** Investigate and resolve issues associated with the processing of invoices and purchase orders (3-way matching).
- **Vendor Management:** Maintain vendor files, respond to inquiries, and reconcile monthly vendor statements to ensure all liabilities are recorded.
- **Compliance & Tax:** Assist with 1099 maintenance and year-end reporting. Ensure sales and use tax is correctly applied where necessary.
- **Month-End Support:** Assist the finance team with month-end closing activities, including accruals and bank reconciliations.

#### **Required Skills & Qualifications**

- French language expert (B2 Level proficiency) is a must
- **Education:** Bachelor's degree in Accounting, Finance, or Business or Bachelor's or Master in French
- **Technical Proficiency:** Proficiency in Microsoft Excel (VLOOKUPS and Pivot Tables etc).
- **Attention to Detail:** High level of accuracy in data entry and a "keen eye" for spotting duplicate billings or errors.
- **Communication:** Ability to communicate clearly and professionally with vendors and internal stakeholders.

Interested candidates please share your CVs at [sneha.naik@holcim.com](mailto:sneha.naik@holcim.com), including your CTC expectation and notice period.

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