

Subject: Professional Administrative employee

Employed by the General Management and in close collaboration with the administrative staff, she will be called upon to manage:

- Keeping of general accounting and analytical accounting, customers (active invoicing), suppliers;
- Management of the Company's accounting transactions; invoices, suppliers, co.ge, collections and payments;
- Keeping the first cash and bank note, making payments, monitoring and reconciling collections, managing relations with credit institutions;
- Drafting of the balance sheets and monthly reports for management;
- Management of relations with external consultants → The ideal Candidate has the following requirements:
 - Technical commercial / economic high school diploma and / or degree in Business Administration and Management
 - Previous experience of at least 3 years in carrying out the following activities:
 - o First note
 - o Double entry method
 - o Registration of active / passive invoices
 - o Accounting registration
 - o Critical evaluation of the chart of accounts
 - o Asset management
 - o Periodic VAT payment
 - o Keep current accounts
 - o Schedule management
 - o Financial flow management
 - o Drafting of periodic scales
 - o Budgeting
 - Good knowledge of the MS Office suite, especially Excel
 - Knowledge of the English language
 - Knowledge of a third language is welcome
 - Predisposition to interpersonal relationships
 - Adequate communication skills;
 - Strong propensity for in-depth study; analytical skills, rigor, precision;
 - Ability to work quickly; strong flexibility, dynamism;
 - Predisposition to work in a team;
 - Passion, curiosity, open and flexible mindset;
 - A keen interest in personal growth
 - Residence preferably located within a radius of 15 km from the workplace.

For information: info@teamgiga.it