

JOB OPPORTUNITY

ADMINISTRATION ASSISTANT

Hours: 40 hours per week

Location: Barcelona, Spain

JOB DESCRIPTION

Teamit is looking for a talented, hard-working, committed, enthusiastic, adaptable and creative professional who wants to grow and pursue a career with a top team of professionals in European project management in the biomedical sector. We are looking for a Financial and Administration Assistant to support the Head of Management.

MAIN RESPONSABILITIES

- Conduct regular bank reconciliations to maintain the accuracy and timeliness of the company's financial transactions.
- Monitor budgetary allocations and expenses to ensure fiscal responsibility.
- Oversee the billing process, ensuring the prompt issuance of invoices to customers and timely receipt of payments.
- Coordinate payments to suppliers and creditors, adhering to established deadlines and company policies.
- Track and validate financial justifications for projects.
- Preserve and renew the ISO 9001 certification.
- Collaborate with the leadership team to support the implementation of the company's strategic plan.
- Assist in organizing both external and internal events, including staff meetings.

REQUIRED

- Demonstrated expertise in various administrative roles.
- English proficiency in both spoken and written communication, would be advantageous.
- Knowledge of financial statements, budgeting, and financial reporting is a valuable asset.
- Possesses a keen eye for detail, takes proactive initiatives, and thrives in collaborative team settings.
- Exhibits outstanding organizational skills and adeptly manages multiple tasks across diverse projects.

OFFERED

- Indefinite contract.
- Full-time position in a high-growth, multicultural and friendly environment.
- Salary to be negotiated according to profile.

Interested candidates, please send your CVs and motivation letter to bespanol@teamitresearch.com indicating reference number 2024-04