

SUBJECT: Communication - Announcement

Financial Administrative Assistant (M/F)

Our **VIAC (Voltaia International Accounting Center)** is looking for a **Financial Administrative Assistant**, who will have the following responsibilities:

- Manage the invoice incoming of several countries;
- Able to work with different environments, handle multiple suppliers and contacts for each invoice;
- Keep track of the communication with the different stakeholders;
- Verify if the invoice fulfils the requirements;
- Be critical concerning document analysis;
- Resolve billing errors with the suppliers;
- Update financial databases with the documents;
- Follow up processes without purchase order;
- Support the business in getting the invoices processed;
- Work in process automation and simplification.

BUSINESS LINE
Finance & Administration

JOB TITLE
Financial Administrative Assistant

LOCATION
Porto, Portugal

STARTING DATE
February 2021

QUALIFICATIONS:

The ideal candidate will have/ be:

- At least a Secondary School level;
- At least 3 years of experience in a similar role;
- English and French proficiency;
- Accounting knowledge would be a plus;
- MS Office domain.



OPPORTUNITY

HUMAN RESOURCES

REFERENCE: 59.2020

Announcement date: 03.12.2020

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Key Skills:

- Used to work in multi-national environment;
- Fast paced;
- Have an eye for detail;
- Organized;
- Persistent;
- Team player.

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If you are interested in this career opportunity, please send us your CV to voltaliarecruits@votalia.com, with the subject "59.2020 – Financial Administrative Assistant."

