



## OFERTA DE FEINA

<b>EMPRESA</b>	<b>European Telemedicine Clinic Susana Rojas</b>
<b>DADES CONTACTE</b>	Susana Rojas <a href="mailto:srojas@telemedicineclinic.com">srojas@telemedicineclinic.com</a> 935500750
<b>DESCRIPCIÓ LLOC DE TREBALL</b>	This is a replacement in the Finance department for our company in Barcelona, Torre Mapfre. Our business language is English.
<b>TASQUES</b>	YOUR TASKS: <ul style="list-style-type: none"><li>• Control and review the Purchase Order process.</li><li>• Organise and book received invoices from suppliers and collaborators.</li><li>• Support Finance Manager in client invoicing tasks.</li><li>• Check and register expense notes and bank transfers.</li><li>• Prepare weekly operations report for the management meetings.</li><li>•</li></ul>
<b>CONDICIONS</b>	Full time - From Monday to Friday
<b>OBSERVACIONS</b>	WHAT WE EXPECT FROM YOU: <ul style="list-style-type: none"><li>• Degree in Finance, Accountancy, Business Administration or related.</li><li>• Fluent in Spanish and English</li><li>• Ability to multi-task and work individually as well as in a team environment,</li><li>• Excellent attention to detail, Proactive, interested in finding solutions, manage stress, flexible, organised, Good communication skills,</li><li>• Quick learner with strong Excel skills (training will be provided).</li></ul>