

Administrative Assistant @ Effigest PT



EFFIGEST
stratégie et expertise comptable

contact@effitalents.com

Phone :

Web :

Job Summary

Vacancy :

Deadline : Feb 15, 2024

Published : Jan 15, 2024

Employment Status : Full Time

Experience : 1 - 3 Years

Salary : 14,000€ gross annual

Gender : Any

Career Level : Mid Level

Qualification :

Job Description

Responsibilities:

- Mail management
- Document drafting
- Invoice management
- Various administrative procedures for clients
- Document scanning

Qualifications:

- Administrative professional fluent in English and other languages with knowledge in accounting

Benefits:

- Compensation and meal allowance (€7 per day)
- Health insurance
- 50% transport card reimbursement

Locations:

Porto (Matosinhos)

Who's Effigest:

Accounting firm that operates in several areas and works with companies, SMEs and startups, from various sectors of activity. This provides a global and specialized vision close to the clients. Currently, our client has over 70 employees, present in 5 European offices: St-Germain-en-Laye and Paris (France); in London (England), in Lisbon and Porto (Portugal).

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
