

## JOB OPPORTUNITY – April 2023

### FINANCIAL AND ADMINISTRATION ASSISTANT

**Job Title:** Financial and Administration Assistant

**Hours:** 40 hours per week

**Location:** Barcelona, Spain

**Expected start date:** June 2023

#### JOB DESCRIPTION

**TEAMIT Research** is looking for a talented, hard-working, committed, enthusiastic, adaptable and creative professional that 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

- Perform regularly the company's bank reconciliation to ensure timeliness and accuracy of financial transactions.
- Monitor budget and expenses.
- Manage the billing process and ensure timely issuance of invoices to customers and their subsequent payment.
- Arrange payments to suppliers and creditors within the established deadlines and in accordance with company policies.
- Follow up of project's financial justifications.
- Maintain and renew ISO 9001 certification.
- Follow up and support the implementation of the company's strategic plan in collaboration with the lead management team.
- Support external and internal events organisation, including staff meetings.

#### REQUIRED

- Degree in accounting, finance, business, or related field.
- 3 or more years of experience in office management.
- Excellent verbal and written English and good interpersonal skills.
- Strong budgeting, financial and billing knowledge.
- Detail oriented, proactive and comfortable working in a collaborative team environment.
- Excellent organization skills and ability to combine multiple tasks for different projects.

#### Will be a plus:

- Knowledge / Experience of health-related sectors (private or public organisations) specially pharmaceutical.
- Knowledge / Experience in European Commission-funded research projects.

#### OFFERED

- Indefinite contract.
- Full-time position in a high-growth, multicultural and friendly environment.
- Salary to be negotiated according to profile.
- Onboarding deadlines: asap but no later than June 2023.

**Interested candidates, please send your CVs and motivation letter to [bespanol@teamitresearch.com](mailto:bespanol@teamitresearch.com) indicating reference number 2023-01**