

OPEN POSITIONS

OFFICE MANAGER & ACCOUNTANCY ASSISTANT

Responsibilities:

- Organizing all office related activities, team trips and events
- Collecting and structuring the company accountancy documents - minor support of the accountancy team
- Content creation and support for the company's social media channels
- Support the team communication with customers and partners

Requirements:

- Good organisational and communication skills
- Basic accountancy knowledge is a plus
- Basic content creation and social marketing skills
- Creativity and sense of detail
- Skills for proper allocation and prioritization of tasks



**MANY THANKS FOR
YOUR ATTENTION !**

FIDWEB.NET

SEND YOUR APPLICATION TO:

TEAM@FIDWEB.NET