



Job description

Finance and Business Administration Assistant

We are looking for a dynamic Finance and Business Administration Assistant to join our deep-tech medical Virtual Reality Training company. In this role, you'll work with the Chief Operating Officer and Head of Business Development to manage and handle all the financial transactions of our company, as well as process invoices, purchase orders, and payroll.

To ensure success as a financial admin assistant, you should have business acumen and the ability to complete various diverse financial tasks accurately and efficiently. Ultimately, a top-notch Finance and Business Administration Assistant should be a highly organized and process-driven individual with the ability to handle multi-layered information. Hybrid working environment conditions are also provided.

Responsibilities:

- Processing work orders, supplier invoices, purchase orders, expenses claims, account payments, and payroll.
- Assisting the financial management team with credit control processes, budget planning, and expense analysis.
- Maintaining a digital record of all financial transactions, documents, and supplier information.
- Coordinating daily financial tasks with the financial management team to optimize workflow.
- Compiling financial data to prepare monthly revenue reports and ensuring that client accounts are accurate and up to date.
- Provide administrative support to the Management Team, other departments or projects as needed.

Requirements and skills:

- A bachelor's degree in finance, business administration, or a similar field.
- Good working knowledge of MS Office (MS Excel and MS PowerPoint in particular).
- Good knowledge of accounting practices.
- A minimum of 1 years' experience working as Finance and Business Administration Assistant.
- Able to quickly learn and adapt to new software and processes.
- Meticulous attention to detail and ability to perform tasks with accuracy and efficiency in mind.
- Excellent analytical skills and financial prowess.
- Good organizational and time-management skills.
- Strong team player with solid communication skills.
- High levels of integrity and ability to handle confidential information.
- Fluency in Greek and English is a must, other languages such as German, French, Spanish are a plus.

Location: Thessaloniki or Heraklion and remote

To join the ORamaVR team, please send your application to jobs@oramavr.com