



You are an ambitious person? You are communicative and result-oriented? You have a passion for growth? We have an opportunity for you:

Horizons is a leading recruitment company specializing in expert and middle management positions with more than 13 years of experience on the Bulgarian market. Our team consists of business oriented consultants with industrial specialization, professional understanding of the business trends and a pro-active approach towards recruiting and hiring through different methodologies and innovations

FINANCE AND ADMINISTRATIVE ASSISTANT

The role:

- Maintenance of project documentation
- Assisting with project financial related work financial analyses and reports
- Monitoring project's progress and handling any issues that may arise
- Providing support to internal and external partners regarding documents
- Administrative assistance

We expect from you:

- University degree in Finance, Accounting or Economics
- Previous experience on similar position – 1-2 years
- Fluency in English is a must
- German knowledge will be considered an advantage
- Advanced Excel skills
- Accuracy and attention to details
- High moral standards