

ZeClinics currently seeks an Administrative and Accounting Assistant. The successful candidate must be detail-oriented, organized, have an excellent communication skills, understand basic financial accounting principles and applications, speak fluently English, Catalan and Spanish. Essential duties and responsibilities include:

- General office and administrative duties
- Answering phone line, screening calls and directing them to appropriate personnel
- Manage accounts payable to include review, payment summary and correspondence with providers
- Accurately enter financial data into various spreadsheet for management
- Maintaining inventory of office and laboratory supplies and order when necessary
- Providing support to the Chief Financial Officer in the preparation of financial reports
- Collecting, processing and organizing payroll
- Organizing and planning local congresses, company exhibition and international business travel.
- Creating, managing and maintaining office filing systems
- Assisting with accounts receivable to include invoice creation, collections and correspondence with customers on billing matters
- Assisting Commercial Department in update and maintenance of multiple customer databases

Required Skills:

- At least 2-3 years' experience
- Ability to work independently and Excellent attention to detail and accuracy
- Excellent communication skills, written and verbal in English, Catalan and Spanish.
- Advanced Microsoft Office Suite: Word, Excel, PowerPoint.
- Strong organization and time management skills; ability to multi-task
- Ability to work independently, prioritize tasks effectively and respect deadlines

Estimated annual gross salary: 18.000 €

Job Location

- Carrer de los Almogavers 165, office 205 08018 Barcelona

Include in the application the following:

- A presentation letter
- A full CV including contact details
- Two contacts for further references

All applications must be addressed to ZeClinics HR and be submitted by e-mail to hr@zeclinics.com and ignasi.sahun@zeclinics.com.