

Position : Administrative assistant in Portugal

JOB DESCRIPTION	
<p>DEFINITION</p> <p>Overview of the position</p>	<ul style="list-style-type: none"> ❖ The post of assistant administrative consists in dealing daily, in a autonomous way, a set of confided files. ❖ To analyze invoices, to input data in the internal software, handle emails, to archive and to answer the telephone are the main tasks of this post.
<p>ACTIVITIES AND TASKS</p> <p>All the daily operations</p>	<ul style="list-style-type: none"> ❖ INVOICES ANALYSIS <ul style="list-style-type: none"> ➤ To check the conformity of the invoices ➤ To make searches in case of doubt ❖ DATA INPUT <ul style="list-style-type: none"> ➤ To input invoices according to the right operation in the Intrastat software and/or VAT tool ➤ To check the accomplished data input ➤ To check the VAT follow up to pay/to recover ❖ VAT RETURN <ul style="list-style-type: none"> ➤ To establish the VAT return ❖ UPDATE FOLDERS <ul style="list-style-type: none"> ➤ To scan documents ➤ To input the elements in the digital archives (GED) ➤ To update the internal intranet tool (CA3 return, comments, and so on) ➤ To manage the punctual case (for instance : follow-up of a tax audit) ❖ INVOICING <ul style="list-style-type: none"> ➤ Preinvoicing in our internal system ➤ Invoicing in our local system ❖ CUSTOMER RELATION <ul style="list-style-type: none"> ➤ To send summary statements to the customer ➤ To inform the customer regarding the VAT follow up to pay/to recover ➤ To manage the permanent follow-up of the case ➤ To keep the customer informed in case of tax audit ➤ To handle incoming calls/outgoing calls if necessary ➤ To handle the incoming calls and redirect the call when necessity ❖ ARCHIVING <ul style="list-style-type: none"> ➤ Archival of elements in digital version ➤ To update and check GED tool ➤ To gather all the mandatory documents in case of tax audit
<p>SKILLS</p> <p>Necessary knowledges for the good realization of the missions</p>	<ul style="list-style-type: none"> ❖ SKILLS REQUIRED <ul style="list-style-type: none"> ➤ Well organised ➤ Methodical ➤ Conscientious and responsible ➤ Comfortable with word and excel softwares, internet environment ➤ To be confident with customer relationship ➤ Familiar with the accountancy : invoice display, debit note, credit note, cash register invoice, to understand a VAT return, Knowledge of the main accounting rules...