

## Position : Administrative assistant in Romania

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