



Talent driven
culture.

Administrative Financial Assistant / Document Controller - Part-Time **(M/F)**

Our customer is an innovative supplier of technology and services to the offshore wind industry, which is hiring a person that will support a team made up of Managing Directors, Finance Director and HR Directors within Principle Power Group to whom it will be reporting.

Location: Aix en Provence_France

Main Accountabilities:

- Performs clerical tasks, such as filing, faxing, data entry, scanning. Operates office equipment and completes general office work. Excellent attention to detail is required. Experience with Microsoft Office and document creation software such as Adobe Acrobat is required;
- Assisting in the development and monitoring of Principle Power France Budgets and Business Plans;
- Interact regularly with the Finance Team and HR (both settled in Portugal) and assist with deployment and monitoring of standard procedures;
- Supporting invoice payment process, tracking expenses, monitoring performance and evaluating variances for all program cost and expenses;
- Interfacing with various departments to coordinate process and workflow actions;
- Process Expenses for the team - travel and out-of-pocket expenses, as well as occasional invoices for the group, proficiency in Certify is a plus;
- Manager calendars and book meetings (internal and external) for the team;
- Proficiency in Microsoft Outlook is preferred;
- Assist with other projects for the Principle Power France team as needed;
- Responsible for logging, transmitting & retrieving all project documents;
- Control the incoming/outgoing documentation process;
- Responsible for archiving documents and records;
- Transmit documents internally and externally;
- Create and route work packages;
- Maintain files both electronically and hard copy;
- Maintain security protocols for all documents;

If you meet the above requirements, please send your application via email: rfernandes@qsr.consulting with reference Admin. Financial Assistant / Document Controller - Part-Time (M/F).

Requirements & Qualifications:

- Degrees in the related field or equivalent experience. Proficiency in English and French is mandatory;
- 3-5 years of professional office experience
- Proficient in MS Office applications (e.g. Word, Excel, Access, Outlook)
- Strong PC skills and experience with Adobe Acrobat
- Good accounting and French recurrent tax knowledge (not mandatory)
- Ability to multitask while following instructions/schedules/timelines for multiple priorities
- Strong interpersonal skills and the ability to work with others in a positive and collaborative
- Possess strong communication, prioritization, and organizational skills

Offer:

Wage package appropriate to the presented experience

Career development opportunity

Position type: Part-Time

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