

EPPC Albania on behalf of its client, an international manufacturer of safety shoes, is currently recruiting a **Junior Finance and Administration Specialist**.

Major responsibilities:

- Keeping the accounting up to date;
- Keeping information about payments to be made and their due dates up to date;
- Preparing the financial information required by the group for control and consolidation;
- Supervising the correct management of the company's documentation, files, and contracts, ensuring their accessibility and security;
- Collaborating closely with other areas of the company such as human resources, finance, and operations to ensure the proper flow of information and resources;
- Handling the search for CVs for the required profiles;
- Organizing and coordinating interviews;
- Being present in the interviews conducted;
- Keeping track of employee attendance;
- Obtaining the necessary information for payroll preparation.

Requirements for this position are:

- University degree in Finance/Administration or other relevant fields;
- **Minimum 2 years of work experience in similar role;**
- **Good knowledge of English and/or Italian;**
- Accurate reporting skills and attention to detail;
- Demonstrates initiative and ability to meet deadlines.

How to apply:

To apply for this opportunity, please fill your application at:

<https://aplikim.eppc.al>

You will be contacted only if your CV will be qualified.