



Finance & Administration Junior Specialist

We are an international technical service provider with over 200 technicians delivering services to industry and energy sectors around the world. Our DNA is half-Danish and half-Polish. Currently we are looking for a competent, well-organized employee who is interested in finance.

As a part of our team you will support the Team with:

- Payments domestic and foreign, incl. in foreign banks
- Polish and Danish accounting processes
- Reviewing and reconciliation of employee expenses
- Reviewing and follow-up on settlements with subcontractors
- Reviewing and reconciling of suppliers account balances, investigating on discrepancies
- Participating in month end closing
- Other ad hoc tasks in field of internal reporting, invoicing & payment monitoring, cooperation with financial institutions, administrative tasks

You are a perfect candidate if you:

- Are good in English, spoken and written
- Have a good understanding of general accounting principles and AP finance area
- Are well-organized and pay attention to details
- Think analytically
- Have an experience from an international organization as an advantage

We offer:

- Employment contract and attractive salary aligned to your skills, experience and performance
- Challenging job in an established, well run, of high standards company where your opinion matters
- Work within Scandinavian corporate culture with high level of independence and openness to people of all nationalities
- Friendly atmosphere in a well-organized, ergonomic and a pleasant office in the city center
- Private medical care for you and your family after 6 months of employment
- Integration parties
- Professional training and courses financed by the company

If you are interested in this position, please send us your application (CV + cover letter + relevant references and documentation for education in one PDF file) in an email to job@eryk.com and mark it "Finance & Administration Junior Specialist". We reserve the right to contact only selected candidates.

