



We are looking for an
Accounting & Administrative Assistant (m/f/x)

Location: Porto

Starting: at the next possible date

THE NEW CREW THAT'S WAITING FOR YOU:

THE FORCE builds companies for companies in the healthcare, pharmaceutical, and medical devices sector.

We encourage work in a flexible surrounding and as a diverse group when it comes to gender, nationality, religion, and ways of working. This unique culture is aimed to integrate employees and partners seamlessly into one organization.

Likewise, this organization shall easily adapt to customer organizations. Our unique way of operation will release THE FORCE to solve customer problems in a fast, effective, and efficient manner.

In all of this, people are and will be at the center of our attention, and the most valuable asset we have: People are our strength. They make us THE FORCE.

THE WATERS YOU'LL NAVIGATE:

- You support the accounting team to stay on course by preparing and providing necessary documentation.

- You won't start a mutiny when our growth requires you to support us in other processes, such as HR.
- You don't drown in organizational tasks but prepare correspondences, arrange meetings, and process confidential reports and documents.
- You map out and supervise all travel arrangements for employees, including expenses, as applicable.
- You don't rely on sending a message in a bottle but promote effective communication within the organization.
- By overseeing and managing topics like equipment, supplies, cleaning, etc., as well as the office filing system and inventory, you ensure the office doesn't capsize.
- You steer as well as accompany the team in a variety of financial projects.
- You capture ongoing accounting tasks, such as processing and monitoring of payment transactions, and bookkeeping in cooperation with our tax advisor.
- You take on project management for other projects, including the ones that don't fall into your main loot area.
- You assist the management in the ocean of strategic and operative topics to guarantee the successful performance of our company.
- You develop controlling instruments and regularly ensure that they collect us some wealth.
- You are experienced in treasure hunting for government funding programs and competitive tenders and help us with the application process.

THE QUALITIES THAT WILL GET US ON THE HOOK:

- A bachelor's degree or relevant experience in economics, finance, or accounting set your course for this position.
- Ideally, you're a professional who's been sailing under the flag of Finance and Accounting or Administration for a while.
- A basic knowledge of the accounting process is your compass in day-to-day work.
- Being an excellent learner with the ability to work in teams, outstanding organizational abilities, and high problem-solving skills are all part of your personal treasure chest.
- Your written English skills are worth their weight in gold and allow you to create reports as well as to meet tight deadlines.
- You use your analytical qualities and your affinity for numbers to ensure nothing goes rogue.
- To guarantee the smooth sailing of our company, you rely on your strong organizational capabilities, a responsible, independent way of working, and your own initiative.
- With your MS Office skills you aren't lost at sea when it comes to the preparation of information or data processing via Word, Excel or PowerPoint.
- Your team player qualities and understanding of service make you an anchor for colleagues and customers alike.

THE POSITION THAT FLOATS YOUR BOAT:

If you recognize yourself in these points and want to catch this wave, send us your application directly via our application form.

Please note that we require all application documents in English.

[APPLY FOR THIS POSITION NOW](#)