JOB OFFER FOR HUNGARIAN-SPEAKING ADMINISTRATIVE ASSISTANT/ACCOUNTANT

Who we are?

IMASD Energias SL started its operations in 2008 in Ciudad Real, Spain, as a company dedicated to the installation of photovoltaic plants for industrial rooftop in Spain. Since then, the company has been growing at a steady pace and it is now present in several European countries. Thanks to its expert team of professionals and to its international focus, I+D Energias became a permanent and stable actor of the European renewable sector, with a special focus on the Hungarian, Lithuanian and Polish markets. In the near future we are planning to start our operation in Dubai as well. In the markets where it operates, I+D Energias is established permanently and operates through local subsidiaries, allowing us to provide turnkey projects with the newest and best quality materials and technologies while fully complying with local standards.

What do we offer?

The offer includes a one year internship contract, for immediate incorporation. The job includes a training. We are looking for a Masters degree student, BS fresh graduate with economic/accountant/business studies, who would like to participate in the Erasmus+/Campus mundi training program in our Headquarters in Spain for 6-12 months. After the training, the opportunity of a incorporation in our company in Budapest will be assessed.

The tasks would be carried on in a multi-disciplinary team in an international environment. The position is based in Spain.

Education

- Economics, finance or business studies will be valued positively.

Work experience:

- Work experience in a similar position will be valued very positively.
**Desired skills**

- Proactivity
- Flexibility
- Organizational skills
- Reliable
- Knowledge of the Hungarian tax system
- Good level of analytical skills.
- Good level of MS Office

**Languages**

- The candidate must be fluent in Hungarian and one of the following languages: English/Spanish. The knowledge of both languages will be valued very positively

**Main tasks and responsibilities**

- Assistance in the management of the accounting of the Hungarian/Spanish branch of the company
- Management and monitoring of payments and collections.
- Manage the accounts/registry of main suppliers, contractors, and partners of the company.
- Ensure timely and accurate tax submissions
- Manage the Social Security registrations of workers and payrolls
- Provide support to the accountancy department
- Direct contact with Hungarian/Polish consultants.
- General administration tasks.

For further info please contact: hungary@idenergias.com