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juwi Hellas is looking for an Internship in the Accounting Department
(in the context of 6 months required T.E.I. training practice)

Location: Athens

Start Date: Immediately

Your duties and responsibilities:

As an Intern, your aim is to support the Accounting Department's activities (for a six months period)

Primary responsibilities include:

- Verifying the accuracy of invoices and other accounting documents or records
- Compiling and handling of financial data (expense reports, invoices, accounts payable etc)
- Entering data into computer system using defined software program
- Reconciling customers'/ vendors' records
- Other duties as assigned by the Accountant

Your profile:

- Under-graduate of Technological Educational Institution (T.E.I.) with major in Accounting.
- Strong verbal / written communication skills in Greek and in English
- Advanced computer skills (MS office). Additional knowledge of Kefalaio software will be considered an asset
- Enhanced attention to detail and advanced planning skills
- Team spirit, with extraordinary commitment and desire to support a growing company become market leader in Greece

Interested?

To apply, please email at jobs@juwi.gr your CV with full professional information and a cover letter, only in English language. On the e-mail title clearly indicate the job position of interest.

We are looking forward to your energy

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