



We are growing and looking for great people to join our team

Assistant Manager (m/f)

If you are:

- Organized
- Details oriented
- Team-player
- Fluent in English or German - it is very important for your daily tasks

These are your task:

- Primary Accounting (monthly invoices, payments and organization of accounting documents)
- Managing monthly timetables and sending them to the accounting department
- Organising external business trips (accommodation & flights)
- Providing support to the Marketing department in organizing internal events
- Maintaining communication with suppliers and administrative staff
- Drawing up of different documents (contracts, various administrative papers)

This is what you get:

- Stress-free working atmosphere
- Teambuildings, fruits and sweets
- A young and motivated team
- Fixed salary and performance bonuses

Inspiricon is a German IT company founded in 2013 with offices in southern Germany (Stuttgart and Freiburg) and in Cluj-Napoca. We offer consulting services in SAP Business Intelligence, for renowned customers from Western European and the United States of America.

If you are enthusiastic about working and growing with us, send your resume to: cluj@inspiricon.de

RUN BETTER.

RUN DIFFERENT.