

# **Accounting Office Assistant**

411 Marketing is an online advertising agency with offices located on three continents and providing customers with affordable and effective Internet marketing services. We specialize in Local & Organic SEO, Web Design, Copywriting and Online Marketing.

We are growing fast and constantly improving. Therefore, we are looking for motivated and capable individuals to join our Accounting Department in Varna at the position of Accounting Office Assistant.

If you want to join a fast growing company with great ambitions, then, we want to hear from you!

**We Will Offer You:**

Work on shifts (from 8:00 to 17:00 and from 17:00 to 1:30)

Transport after late shifts

- Great working conditions and benefits
- Modern office environment
- Training

**Your Responsibilities Will Be:**

Entering data in company programs

Verifying the accuracy of the information

**Our Requirements Are:**

- Basic Excel skills;
- Basic English knowledge

If you are interested in this position, please apply with your CV in English. Only shortlisted candidates will be invited to an interview.

**Contacts:**

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