

Reports Specialist

411 Marketing is a fast growing online advertising agency with offices on three continents. We specialize in Local & Organic SEO, Web Design, Copywriting and Online Marketing. Currently, we are looking for a Reporting Specialist to assist our growing Accounting Department based in Varna.

Responsibilities:

- Use reporting from corporate applications, spreadsheets, charts, graphs to discover, explore, document and present issues and trends from the organization's data
- Develop and maintain scheduled operational reports to assist management
- Analyze data to answer business questions
- Calculate commissions
- Verify discrepancies and resolve billing issues

Requirements:

- Excellent command of English language;
- Very good computer knowledge;
- Advanced Excel skills (previous experience in reporting is an advantage);
- Careful to details;
- Capable of meeting deadlines

We Offer:

- Excellent working conditions and social benefits
- Work on shifts: 08.00-17.00 & 17.00-01.30
- Transport after evening shift
- Young and friendly environment
- Ability to gain experience in an international company

- Training

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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Recruitment Specialist

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