

Data Entry Specialist Internship

- * Do you want to start your career in a fast growing online advertising agency with offices on three continents?
- * Are you a person who is willing to learn and develop?
- * Do you want to join a team of young & positive professionals?

GREAT!

411 Marketing is now looking for motivated individuals to join our ever growing Accounting team for a period of 3 to 6 months paid internship as a "Data Entry Specialist with English".

Your benefits:

- You will work in a great office with great working conditions
- We will train you
- You will gain experience in an international company
- We work on shifts (from 8:00 to 17:00 and from 17:00 to 1:30)
- Your co-workers will be young and friendly
- We provide transport after late shifts
- You can receive a career opportunity after the internship period

You will:

- Keep track and process accounts and incoming payments in compliance with financial policies and procedures
- Ensure accurate data entry into company's database programme and accounting programme
- Verify discrepancies and resolve billing issues
- Generate reports detailing accounts receivable activity

Our perfect applicants have:

- Excellent command of English language;
- Very good computer knowledge;
- Ability to meet deadlines;
- Friendly personality.

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

Contacts:

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