

Administrative Assistant in Copenhagen

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Company: AVIAREPS

Location: Denmark

Category: other-general

Join AVIAREPS

as an Administrative Assistant

in Copenhagen!

Are you ready to take off in your career? AVIAREPS in the Nordics, is seeking a dynamic and organized individual to join our team as an Administrative Assistant. You will be employed by AVIAREPS specially for our client Ethiopian Airlines. If you are passionate about administrative and finance-related tasks, we welcome you aboard!

BASIC FUNCTIONS:

As the Administrative Assistant, you will play a pivotal role in our operations, overseeing administrative activities, and ensuring the seamless flow of financial processes within the region.

RESPONSIBILITIES:

Manage financial processes and settlements for services, including purchase orders and invoice maintenance.

Handle payroll tasks, and tax declarations, and collaborate with finance for salary preparation.

Communicate with payroll and compensation departments, ensuring timely payments and accurate records.

Assist in budget preparation, participate in ACE implementation, and compile area reports.

Prepare reports for governmental distribution, maintain records of property and equipment, and conduct annual counts.

Enter and implement data in systems (SAP, etc.) following standards.

Develop, sort, and file documents, ensuring office supplies' availability.

Maintain effective communication with various headquarters departments.

AIRPORT RESPONSIBILITIES:

Check MSF and defend cases raised against CPH every week.

Monitor and handle discrepancies in queues daily.

Maintain complete records of passenger departures and cargo.

Check and upload invoices and necessary documents in coordination with the Area Manager.

Conduct an annual audit on handling companies if assigned by the Area Manager.

Check e-books of Ethiopian Airlines and facilitate necessary feedback/action to the requesting authority

ADDITIONAL INFORMATION:

You will assist and report directly to the Area Manager, Zebiba Miftah.

Proficiency in the Danish and English languages is required, and proficiency in Amharic is a plus.

OUR OFFER:

Working at AVIAREPS means a varied job with a friendly team at the airport in Copenhagen.

Of course, we offer you good working conditions and a salary in line with your education, knowledge, and experience.

We also have, an informal working atmosphere, team events, and reimbursement of travel expenses.

Are you the colleague we are looking for? Then we very much look forward to receiving your CV and short cover letter before March 31.2024

If you are detail-oriented, excel in organizational skills, and thrive in a dynamic environment, apply now, and become an integral part of Ethiopian Airlines' success story!

Note: we prefer candidates who are available immediately.

Acquisition by recruitment agencies is not appreciated

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