

Job ad Finance assistant

Who we are

e-Travel is one of the top 10 online travel agencies in the world in selling flight tickets and one of the most successful start-up ventures in Greece. Launched in 2007 we have reached a gross sales volume of EUR 450 million. We have a global presence with customers in over 200 countries and we provide multiple language and currency options. Our Websites are pamediakopes.gr, mytrip.com, trip.ru, trip.bg, trip.ua, trip.kz, trip.ae, avion.ro, airtickets24.com, fantasticgreece.com.

Position summary

e-Travel is out seeking for an Assistant to join its growing Finance team. We are looking for people who love to share their experience with their team members and apply their existing skills on the job. The candidate will be involved with multiple accounting processes and data-centric projects as well as manage and support customer-based accounting tasks on a daily basis.

Responsibilities

- Ensure prompt customer invoicing and correct postings in the accounting system
- Manage internal CRM vs accounting invoicing processes
- Be involved in internal case management regarding problematic customer cases from the accounting perspective
- Manage customer requests regarding accounting issues
- Reconcile accounting postings against invoices and flight reservation systems
- Manage ad hoc controlling duties, or project assignments relevant with data reconciliation or business performance
- Support customer refund management

Qualifications

- 3-4 years in accounting and payments environment
- University Degree in Finance/ Accounting
- Master Degree in Finance/ Banking/ Accounting related topics will be considered a plus
- Excellent Greek, English (verbal & written)
- PC literate (Accounting apps, Office apps, excel, etc)
- Very good knowledge of Greek accounting standards
- Experience in Accounting and Finance Administrative functions
- Experience in finance related project management will be considered a plus

What we offer

- The opportunity to work in a company with a unique culture & creative people
- The chance to grow professionally & personally in one of the top e-companies in Greece
- The privilege to see your ideas & aspirations come to life
- Complimentary private health insurance
- Yoga lessons to help you take the edge off

Join us!

You love adventure & always looking for a new thrill? If the above sounds interesting to you please send us your CV & the 5 most interesting things about you & what makes you unique. Try to be creative and say something that will catch our eye! Please send us your CV to hr@pamediakopes.gr. If you have a blog &/or portfolio do not forget to attach it as well.

Essential Skills

- Self motivated & disciplined
- Excellent time management skills
- Strong communication skills
- Reliable, accountable
- Problem solving skills and result oriented
- Ability to work under pressure & meet deadlines