

## Assistant / Accounting Specialist

### YOUR RESPONSIBILITIES

- Undertake Office Facility Management (General Services)
- Customer and visitors entrance registration
- General Procurement Management
- Accounting registration on Company ERP

### YOUR QUALIFICATIONS

- Bachelor's Degree in Economy
- Excellent English skills
- Knowledge of Microsoft Office suite

### PREFERENTIAL SKILLS

- Experience in office work
- Additional languages (German, French)
- Knowledge of graphical skills

### YOUR NEXT STEP

If you are interested to know more about us please send your complete application documents in Italian or English in a single pdf file including following documents to [careers@brancaro.com](mailto:careers@brancaro.com)

- Cover letter
- CV
- Diplomas
- Employment references

Please note that after thorough consideration of your application you will only be contacted if we require additional information or if you are selected to continue in the recruitment process.

### LOCATION

Novara (NO) – Italy.