

Administrative / Finance Assistant (All Genders)

Role Overview

At Ikaros Solar, a well-established, yet further growing player in the international field of renewable energies, we are offering a job opportunity for an **Administrative/Finance Assistant**. You will be based in Lisbon - Portugal and join the team in our Service Center. You'll be acting as office assistant and focus in administrative/financial activities to support the Service Management Team. You'll have the opportunity to grow and develop along with the company.

Key Responsibilities

- Provide administrative support to ensure efficient office operations
- Support Procurement Service Center, maintaining and researching suppliers, in several countries
- Review and confirm contracts, invoices and other documents for accountant
- Answer and direct phone calls, organize and schedule meetings and appointments,
- Coordinate repairs/maintenance to ensure office equipment is in good working conditions and guarantee that office supplies are always on hand
- Maintain contact lists, create branded templates of memos, letters and other documents
- Answer phone calls, reply to emails and other digital queries and assist customers and other office visitors.
- Book travel arrangements
- Develop and update administrative systems, guaranteeing they are efficient
- Maintain and control employee expense reports and holidays
- Work with sensitive information with discretion to maintain confidentiality and security and ensuring compliance with privacy policies and regulations
- Ensure that deadlines are met and adapt to changing priorities

Profile Requirements

- Bachelor's degree in a relevant field
- Previous experience/knowledge in Solar / PV technologies will be valued
- Be a master of organization - you know how to stay on top of a schedule, oversee ongoing changes and how to prioritize tasks and information properly
- High level of accuracy and attention to detail
- Own a proactive approach to problem-solving and process improvement
- Be tech savvy and have solid user knowledge of MS Office Tools
- Be a team player with strong communication skills (both written and verbal)
- Fluent English and Portuguese, both spoken and written. If you can also communicate in German, French or Dutch would be a plus

What we offer

- Competitive salary with extra benefits
- Experience in international environment
- Full-time-position in a well-established company, that is in a thriving path

Interested?

If you believe you are the right person for this opportunity, we want to hear from you! Send us your resume and a letter that tells us why you are the one to recruitment@ikaros-solar.eu. Let's shape the sustainable future of energy in Europe, together!

