NEREA

Job Description

Nerea S.A. is searching for an Administration people to join its team in Steinfort. It's to provide logistics support for Marketing, Sales, Finance and H.R.Department.

NEREA delivers solutions in the areas of ICT outsourcing and Customer Relationship Management (CRM). Client's needs are at the center of the company's customer service philosophy, which is based on 3 key principles: transparency (detailed service monitoring), an in-house project methodology which is integrated into the client's infrastructure and a personalized approach for every mission. NEREA's consultants apply the same quality management whatever the client's organization size.

Key Tasks and responsibilities:

- *Ensure the logistic flow*
- *Prepare file for selection and application of appropriate procurement processes for a particular product and or services.*
- *Process, assign and class Nerea mail*
- *Receive, inform and delivery supplies*
- *Fulfill and follow up administration tasks*
- *Treat invoices and vouchers*
- *Specific administrative tasks related to Accounts receivable*

Requirements:

- *Methodical and organised*
- *Familiar with Microsoft Office : Outlook, Word, Excel, PowerPoint, etc.*
- *French and a good level of English spelling and grammar*
- *Very good communication skills*
- *Knowledge in SharePoint and CRM are considered as an asset*

We offer:

- *Opportunities to quickly increase your technical competency base.*
- *Integrate an young and dynamic team.*
- *Will be followed and managed by an experienced consultant.*