



Administrative Officer - Intern

We are MassiveGrid, a global high-end Service Provider, with more than 15 years of hands-on experience in the fields of high-availability service hosting, turn-key service solution and development. Our services are designed for demanding clients that run Business-Critical Services or need high performance and large network capacity.

We are a team of passionate engineers that our extensive technical expertise and broad experience in problem solving allows us to provide high-quality customized telecoms & IT solutions to any technological challenge.

We are looking for a self-motivated and enthusiastic student to join our team.

Your responsibilities will include:

- Manage office supplies, stock and place orders.
- Prepare financial and administrative reports.
- Manage account receivables and accounts payables and reconcile banking transactions.
- Manage procurement process.
- Organize and maintain the company filing system.
- Maintain and update company databases.
- Booking (meetings, events, business trips) .
- Support HR Dept. (onboarding & resignation processes, shift plans, annual leave management, health and safety measures).
- Collaborate with the external Payroll Provider and implement it's guidelines in order the company to be aligned with the relevant legislation.
- Support management dept. daily procedures.
- Handle Billing Department

Knowledge & Skills:

- Administration skills.
- Familiarity with business software (Microsoft Office etc).
- A high level of confidentiality.
- Fluent English (written and spoken).
- Communication skills, both written and verbal.
- Positive attitude with a growth mindset.

We Offer:

- Fully remote options.
- Access to books, online courses and relevant educational resources.
- Being part of a workplace that offers continuous learning and development and incredible opportunities to upgrade your career.
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If you are ready to practice in a dynamic environment with prospects for development please send a direct mail to internships@massivegrid.com with your CV! We're looking forward to meeting you!