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# Financial Project Administrator

City: Bratislava  
Role: Professional

Recruiter name: Linková Petra (ERNI)  
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## Description

We're looking for you to build up a strong project administration and invoicing support team based in Bratislava in our corporate Finance & Controlling organization.

## Responsibilities

- Independent completion of financial and administrative project management in SAP which includes: - Daily project opening, updating, closing and administrative project maintenance - Customer master data maintenance - On-time and accurate invoicing/billing to our customers for all Group companies - Daily communication and support of project leaders and project managers
- Supporting Finance department with On-time booking of all credit cards
- Contract management
- Regular BMS and Reporting tasks
- Actively working on all daily business tasks
- General support in administration and accounting topics

## Job requirements

- At least 2 to 4 years of experience in invoicing and/or project administration in an international environment
- User skills in SAP is an asset
- Very good skills in Excel
- Fluent in English, German knowledge is an asset but not a must
- Structured and accurate way of working
- The perfect candidate delivers independent and reliable work, shows quality awareness, is a quick learner and a team player

## Benefits

Interesting projects Opportunity for self-improvement and career growth Internal & external education and trainings (certifications) covered by ERNI Flexible working time & overtime compensation 5 weeks of vacation 3 sick days Language courses (English, German), fully covered by ERNI Sport & culture personal budget (including medical care) Referral & relocation bonus Fully covered meal vouchers New office Team buildings (grill parties, Christmas dinner, Hack&Hike, ERNI Performance Days - two day education &

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leisure event, sport events, company breakfast etc.) Well-established community: Inspire Lab, Meet-ups, Brownback Sessions, Running club, Climbing club, Board games club, etc.

