

Administrative, Finance and Accounting Trainee

ROLE INFORMATION

CATEGORY

Office Administration › Finance and Accounting Support

SENIORITY / MODE

Mid / Regular • On-site • Immediate start

LOCATION

Stalowa 3, Potkanów, Radom (Mazowieckie)

ADDITIONAL INFORMATION

- Work shift: No

KEY RESPONSIBILITIES

- Prepare and organise administrative documents, including reports, correspondence, letters and application content.
- Track deadlines and remind relevant parties when required documents must be submitted.
- Create Cash Flow estimates, absorption analysis.
- Support communication with external stakeholders (banks, insurance companies, suppliers, clients etc.).
- Oversee the proper flow of documentation.
- Manage incoming and outgoing correspondence.
- Maintain and manage control over spreadsheets and databases.
- Support other employees with administrative activities.
- Verify and register cost invoices in the ERP system.
- Prepare sales invoices in the ERP system.
- Cooperate with the accounting and legal offices.
- Prepare reports for Management Board purposes.

REQUIREMENTS

- Ability to manage documentation and archiving.
- Excellent work organisation and planning skills.
- Accuracy and meticulousness in assigned tasks.
- Communication and teamwork skills.
- Problem-solving skills.
- Knowledge of administrative regulations and labour law.
- Ability to work under time pressure and take responsibility.
- English at least at a B1-B2 level.
- Italian language knowledge is an advantage.
- Knowledge of ERP systems (document registration) is an advantage.

WHAT THE COMPANY OFFERS

- Work in an international environment.
- Full-time employment contract in a stable company.
- Collaborative atmosphere and a cohesive team.
- Opportunities for professional development.

ABOUT THE COMPANY

Trasteel Engineering Polska Sp. z o.o. is one of the leading suppliers of construction reinforcement and all types of related prefabrication on both the domestic and international markets.

The company has operated on the Polish market for approximately 10 years and works closely with leading and major construction contractors in Poland and across Europe, while sourcing steel from Polish steel mills.

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