

Nordgain

LEWBEN GROUP

Nordgain is a dynamic, client-centric and innovative finance and accounting service provider, delivering business flexibility and efficiency, focused on top quality for mid-market prices.

Vilnius
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WE ARE HIRING

Nordgain, UAB is a part of the Lewben Group providing an extensive variety of finance and accounting services. We are agile and family-friendly team of highly skilled, ambitious, intelligent and talented professionals, committed to deliver top-level results and solutions for our clients. For further information, please refer to www.nordgain.com

BUSINESS SUPPORT SPECIALIST WITH ACCOUNTING BACKGROUND

This is an engaging and dynamic role to employ and develop your skills and talents. We are looking for someone, who loves accounting as well as has the energy and eagerness to add to the company's success in business support function

YOU WILL BE RESPONSIBLE FOR:

- The market analysis and the search for new contacts as well as organising meetings
- Clarification of clients' needs and preparing proposals
- Participating in the onboarding process of new clients and launching of new services
- Doing actual bookkeeping (30% of your working time)
- Cooperation and effective communication with colleagues and among the teams

TO BE SUCCESSFUL YOU SHOULD:

- Have a university degree in accounting or similar
- Have successful accounting experience of at least 1 year. Experience in sales support would be an advantage
- Be fluent in spoken and written English as well as Lithuanian
- Have good project management and organisational skills, excellent analytical skills and accuracy
- Be able to handle multiple projects, deadline pressures and sensitive information
- Be eager and willing to learn and develop
- Be a good team player and share "everything is possible" attitude

WE OFFER:

- Possibility to learn and develop in a highly professional and experienced team
- The opportunity to participate in creation and implementation of development and sales strategy
- Dynamic and interesting position where your impact will be valued and will create change
- Competitive salary and motivation package
- Further career possibilities in our group of companies

If you are interested in joining a rapidly growing international group of companies, please send your CV to hrnordgain@nordgain.com with subject line: Business support specialist with accounting background. Confidentiality guaranteed. Only selected candidates will be contacted.