

## **Job Opportunity**

Administrative Specialist, HR, and Executive Assistant – Part-Time Positions

### Main Tasks

- Accounting
- HR
- Marketing Assignment
- Executive Assistant
- Responsible for the tidiness of documents and offices
- Shipment
- Customer Contact
- Business-related statistical calculations

### **About the company**

NUTOPI Sp. z o. o. is located in PPNT ([Poznański Park Naukowo-Technologiczny](#)), where a vibrant environment of startups is present. The team consists of 5 full-time employees developing and manufacturing In Vitro Diagnostic products, IVD products.

### **The Job**

You are responsible for all administrative tasks in the company. The range of work assignments is broad, which includes ensuring the tidiness of the company but also calculating economic statistics and making quotes for customers.

Your assignments are:

Accounting – Collecting and checking statements, expenses, making invoices, calculating and dividing expenses into categories.

HR – Controlling personal staff folders, arrange holiday documents, filing HR related documents, welcoming and training new staff, ensuring training of staff is followed.

Marketing Assignments – Writing content for marketing material, designing marketing material, controlling the webpage, sending letters out to customers, researching the market, and contact potential partners.

Executive Assistant – Arranging meetings, planning trips and ordering tickets, various tasks at governmental institutes, document translation, smaller tasks, and personal errands, which can free up time for the CEO.

Office Tidiness – Organizing all documents and office space, performing general cleaning.

Shipment – Packing, Ordering, and tracking shipments, writing and updating shipment procedures, purchasing required equipment for shipment.

Customer contact – Welcoming new potential customers, writing business proposals, and writing contracts.

Business Statistics – Calculation of expenses, statistics for production, calculating product prices, etc.

We would be pleased if you have the following skills:

Accounting – Performing all accounting related tasks from bookkeeping expenses, preparing VAT, VAT-EU, JPK-file, calculating tax CIT-8, PIT, preparing and sending financial statements, Payroll, and all ZUS related documents.

### **The perfect candidate**

You are full of energy and have a positive mindset. You are very independent and can perform tasks without or with little help. Your curiosity makes you an eager learner, and you can research and educate yourself, so you are able to perform the tasks assigned to you. You are a proactive person that acts before problems arise, and you can plan your assignments, so you don't wait around for someone to tell you what to do.

### **Qualifications**

Knowledge, Skills, and Abilities:

- Knowledge about accounting rules, invoicing, bookkeeping.
- The applicant has tidiness and excellent organizational skills.
- Excellent written and oral communication skills in Polish and English.
- Ability to work in a collaborative work environment.
- Works independently with little guidance or reliance on oral or written instructions and plans work schedules to meet goals.

Basic qualifications:

- Experience in work with documentation
- Paying attention to detail and ability to follow detailed procedures consistently
- Ability to work carefully under time constraints
- Excellent interpersonal, communication, customer service skills
- Demonstrate a versatile, flexible approach by adapting to challenging and changing demands
- Ability to function as a team player within a matrixed organization
- Computer knowledge (e.g., MS Office, Adobe Reader, SharePoint, etc.)

### **Application**

Your application shall be in English. Please include your grades from relevant education and courses. Please also include your graduation research paper, if possible.

Write a few words in the application e-mail why you think you are the right person for the position.

### **Job start and the deadline for applications:**

Start date: As soon as possible

Employment: Part-Time (possible full-time employment if enough tasks are available)

Application deadline: There is no deadline. Evaluation is ongoing.

### **Salary:**

Depending on proven skills.

**Location**

Rubiez 46H/233  
Poznań, Polska

**Contact**

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