



Administrative Assistant Permanent contract (80-100%)

About CashSentinel

CashSentinel is a Fintech that designs and operates digital contracting and payment solutions, targeting European online marketplaces. Our clients operate in various fields such as automotive, department stores, ski resorts and online pharmacies.

The company is breakeven and growing its business volume by >150% every year. The company is composed of 4 legal entities (Spain, Switzerland, France and UK) and employs ~15 people, who are mainly based in Barcelona, Spain and Lausanne, Switzerland.

Your role

As part of your role, you will contribute to the following domains, across our 4 legal entities:

- **HR administration:** tracking of employee vacations, generation of payslips, coordinating on- and off-boarding, coordinating recruitment and interview processes, coordinating yearly performance assessment process
- **Accounting:** keeping up to date accounting records and synchronizing with external certified accountants every month
- **Office management:** ensuring office materials are available (IT and consumables), defining and monitoring internal rules, organizing company events (dinners, get-togethers) and travel planning (flights, hotels) for employee travels or fair attendance
- **Online communication:** writing online content for LinkedIn and other media to raise awareness and brand visibility
- **Sales pipeline administration:** tracking of ongoing active prospects, coordinating with internal resources to ensure offers and contracts are provided to clients in a timely manner
- **Assistance to the CEO:** keeping track of agenda and important communications, providing day-to-day support (ie travel planning, etc)

Your profile

- **Fluent French language written and spoken.** Good command of English and/or Spanish are strong pluses.
- University degree in accounting, finance, HR or general company / business administration
- Expected experience: 0 to 3 years
- Familiar with MS Office tools (Word, Excel, PowerPoint)
- Candidates who are self-driven, detail-oriented, able to keep their cool when facing stressful situations and good at multi-tasking will be best suited for this role. Good communication and presentation skills are desired.
- Essential personality traits: cordial, empathetic, positive, rigorous

Other requirements and information

- EU citizen or currently valid Spanish work permit
- Empty criminal record
- Flexible work rate (80 - 100 %). Typical office hours with some flexibility
- Work mostly from a coworking space in the Vilanova I la Geltru / Cubelles area and home-office. Regular travels to our Barcelona office. Possibly occasional travels to Switzerland and France
- Competitive salary

Contact us to apply !

please send your application to jobs@cashsentinel.com with reference **2024 Admin Assistant**