



## Administrative assistant

### Who we are:

We're an established software company based in South Tyrol, Bolzano, Italy. We develop carefully crafted mobile and web-based solutions with GIS components for our clients from the public and private sector distributed mainly (but not only) across Europe. We develop innovative projects with European funding.

### Your Tasks:

We are looking for a motivated person to strengthen our team in Administration. You will have to deal with administrative and accounting tasks under the supervision of the administrative manager.

### Your Primary Roles:

- accounting and administration activities;
- support in HR administration (contracts, payroll, training, etc.);
- administration and financial reporting of projects funded by the EU;
- support the sales department on managing recurring contracts;

### Your Education/Experience:

High school diploma in administration and/or accounting or higher education  
Fluency in Italian, German and English

### Nice To Have:

Previous experience in managing projects co-funded by the Province of Bolzano, Italian State or EU

1+ years experience in equivalent position

### What Will Make You Stand Out:

Ability to carry out tasks independently

Ability to work in a team and actively collaborate with other departments

Good communication and relationship building skills

Good problem solving skills  
Good Microsoft Excel skills

## What We Offer:

Flexible and smart working environment  
Collaboration in an innovative and dynamic team  
Opportunities to shape a growing company  
Opportunity to develop your strengths with us  
Opportunity to gain experience in administrative management of projects  
Exchange with national and international clients and partners  
Participation in the company's success  
Bright and beautiful office at NOI Techpark of Bolzano ([www.noi.bz.it](http://www.noi.bz.it)), in the heart of the Alps

Send your application to [administration@r3gis.com](mailto:administration@r3gis.com)!