



# Administrative Assistant

EXTERNAL AGENT - ENGLISH SPEAKING

AIC Travel Group is looking for Administrative Assistant to JOIN THE TEAM.

AIC will provide you with the possibility to grow in your career. Everything is up to you. Your salary will be based on our interview, skills and previous experience and is always growing with your personal capacities and responsibilities.

## PRIMARY RESPONSIBILITIES:

- Payment receivable;
- Checking Daily prepayment;
- Send reminders to the Clients;
- Call the client if necessary;
- To send the invoices and statement to the clients;
- To make payment reconciliation;
- Apply for the client's payment on the system;

## PERSONAL SKILLS:

- Fluent English (Written and Spoken);
- Experience in tourism is a real plus;
- Being able to work under pressure;
- Being able to respect deadlines;
- To have a real sense of organization;
- To be precise and comfortable with the numbers;
- To be attentive and reactive to complicated situations;
- Team spirit;
- Good Excel knowledge;

If you think you have what it takes and want to join a winning team, send us your complete application (CV with a picture, motivation letter and certificates).

Only applications strictly corresponding to the above criteria will be considered.

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GET IN TOUCH WITH US:

✉ [hr@aicgroup.biz](mailto:hr@aicgroup.biz)

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