

We are hiring a Operations Specialist (m/f/d)

EMPLOYMENT**Full time****STARTING DATE****Immediately****LOCATION****Sofia,
Bulgaria****HOME OFFICE****40%
Home Office**

About Tradewind

We - the Tradewind Group – are one of the leading international trade finance companies and we made it our mission to continuously expand globally. The Tradewind Group has offices in New York, San Francisco, Shanghai, Hong Kong, Istanbul, Sofia, Budapest, and Karachi as well as in Dhaka, Dubai, Peru, Brazil and India.

Tradewind is an international trade finance company that is comprised of experts around the world that truly understand international trade and cash flow management to sustain and grow businesses. We provide liquidity for enterprises in developed, emerging, and frontier markets trading internationally.

What the job expects:

- ✓ Booking of Invoices in our ERP system
- ✓ Booking and Monitoring of incoming payments
- ✓ Review of submitted documents (Invoices, CMR, B/L etc.) from clients for accuracy and consistency
- ✓ Related to these tasks, being a “360 degree” point-of-contact liaison between Client Managers and Operation Managers across Europe
- ✓ Reporting Factoring Turnover and preparation of short inquiries upon request
- ✓ A/R and A/P control and monitoring
- ✓ Execution of banking transactions
- ✓ Communication in English mainly with the headquarters in Germany and with other offices within the Tradewind Group via E-Mail and Phone

What we are looking for:

- ✓ University / College Degree
- ✓ Previous experience in back office, accounting, banking or a similar position will be an advantage
- ✓ Good communication skills in English
- ✓ Organizational skills and ability to prioritize tasks
- ✓ Analytical skills and orientation to details
- ✓ Responsibility and self-discipline
- ✓ Previous experience with MS Office (Excel, Word, Outlook)
- ✓ Willing to learn and develop
- ✓ Team-player

What we are offering:

- ✓ Friendly team environment in international financial institution
- ✓ On the job training
- ✓ Central location in Sofia with access to public transport
- ✓ Christmas bonus
- ✓ City travel card
- ✓ Working hours 9:00 to 18:00
- ✓ Flexibility between working from home and in the office (after the initial training).

Reach Us:

If you are interested in the position as an **Operations Specialist**, please contact **Mr. Rafi Shirinyan** at r.shirinyan@tradewindfinance.com by sending your CV in English.

We will contact only applicants that qualify for an interview for the offered position. All personal data provided by you is protected accordingly to the personal data protection law and will be used only for the selection of the candidates for this job advertisement.


Your Contact

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