

## **Internship Finance/admin & Office Management at Aectual:**

We design, print, and engineer 100% circular architectural design elements such as bespoke floors, facades, screens and wall panels. Our playlist of architectural elements is growing by the day, as is our company. Our clients are based all over the world.

Our office is located next to the Amsterdam Sloterdijk transportation hub and we expect big growth in 22/23. We need all the hands and brilliant minds alike on board to make sure we will pursue and establish this growth!

**As of end of August 2022, we are looking for a very versatile intern that wants to develop and learn fast cross multiple departments of our company**

- **Accounting:** Assisting our Financial Administrator with administrative tasks such as purchase invoices, deb.cr management, payments, keeping POs and timesheets, project administration, inventory administration, assisting with monthly closing for our multiple companies
- **Secretarial:** Agenda planning, sending emails, answering the phone/door and IT matters
- **Events:** Supporting colleagues in organizing events
- **Customer Care:** Organizing orders including logistics and after sales
- **Office Management:** Taking care of staff, canteen orders, birthdays, ordering office supplies

### **The must-haves:**

- Fluent English & Dutch (written and spoken), other languages are a bonus
- Accuracy with numbers, an eye for accounting
- A great entrepreneurial spirit, organizing and bringing structure into chaos is what comes naturally to you

- You host and engage our clients and take care of our office as if it is your own home!
- Affinity with Architecture/Design and innovative technology, when you checked our site, you loved and understood what we are doing.
- MS Office does not have any secrets for you!

### **What do we offer you?**

- The opportunity to work at a dynamic, innovative & international organization. We are a real game-changer in the design & build industry.
- You will receive an internship allowance.
- Every second Friday you will have a day off.
- You will get the chance to learn and grow in your role (with the potential for growth within and across the company) and collaborate with other talented people who challenge you every day!

Are you interested? Send an e-mail with your motivation and your CV to [nanda@aactual.com](mailto:nanda@aactual.com)

Team Aectual