



## ADMINISTRATIVE SUPPORT (PART-TIME) - ENGLISH SPEAKING



Safegear is an entrepreneurial company focusing on safety products such as fire safety, retail security and safes. Our customers include businesses, governments and consumers.

Safegear recently established its international headquarters in central Barcelona. The Barcelona office will lead our international expansion focusing on sales, marketing and customer service.

Safegear is looking for a qualified candidate to join our team. Are you looking for a fun work environment?

### MAIN TASKS

- Process orders from customer and ensure on-time delivery
- Place purchase orders with suppliers and verify pricing
- Process supplier invoices and expenses using our web-based accounting system
- Manage accounts receivable and accounts payable

### CANDIDATE PROFILE

- Fluent English. Other languages an advantage
- Good user of computers and the Internet
- Team player with good social skills
- Previous administrative or accounting experience required

### WE OFFER

- Part-time position, flexible working days and hours
- Dynamic, young and multicultural team
- Fun work environment located in the center of Barcelona
- Supportive of your learning and development

If you are interested in joining a growing company, please send your application to [jobs@safegear.com](mailto:jobs@safegear.com)

### SAFEGEAR

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