

## OPEN POSITION: JUNIOR ADMINISTRATION OFFICER

### REFERENCE ACTIVITY

The resource will be responsible for supporting the CAO in the following activities:

- Back-office activities.
- Knowledge of the current regulations on ordinary bookkeeping and tax regulations.
- Recording VAT and first note documents with related fulfilments.
- Preparation of fulfilments relating to the management of employees.

The resource will take part in the training courses promoted by BM Group to deepen and improve their skills in the field.

### WORKPLACE

- Borgo Chiese (TN)

### REQUIRED TECHNICAL SKILLS

- Willingness to acquire new knowledge.
- Good knowledge of the English language.
- Diploma and/or degree in Economics.
- Good knowledge of Microsoft Excel.
- Basic knowledge of Office package.

### WELCOMED TECHNICAL SKILLS

- Basic knowledge of VBA macros in Microsoft Excel.
- Basic knowledge of Relational Databases and the SQL language.

### WHAT WE OFFER

- Integration into a solid and rapidly growing international group with 30 years of experience in innovation, technology, and energy.
- Opportunity to grow and improve the job position, aspiring over the years to acquire responsibilities within the company.
- Opportunity to take part in innovative research and development activities.
- Job posting also on foreign branches (USA, Mexico, Brazil, South Korea).
- Technical, linguistic, and managerial training.
- Opportunity to travel and meet new people from different linguistic and cultural backgrounds.

- Shared apartment/hotel for non-residents during any training/work periods at the Borgo Chiese headquarters.
- Equipment: Smartphone and PC.

## OUR COMPANY

**Polytec**, core business of BM Group, is a leading Italian company in digital transformation and energy transition.

**BM Group** is an Italian industrial group that combines companies with different specialisations that share a common goal: to enable industry to undergo the technological transformation necessary to become a smart and sustainable factory. The BM Group team is young, dynamic, and constantly collaborates with research centres and universities. For each new figure included in our staff, an induction programme is defined in the hiring phase in accordance with experience and skills. We organise and promote training courses with a view to continuous improvement.

## APPLICATION INFORMATION

- RAL to be defined based on the professional profile.
- The job offer is aimed at both sexes (law 903/77)
- Information on the treatment of personal data (2016/679 GDPR): [https://polytec.bmgroupp.com/sites/default/files/2019-10/Informativa\\_CV\\_0.pdf](https://polytec.bmgroupp.com/sites/default/files/2019-10/Informativa_CV_0.pdf)