



## INTERESTED IN PRACTICAL, PERSONAL & SOCIAL DEVELOPMENT?

Join our marketing & events agency team, for a **1 year internship** and grab the possibility of bringing your own **contribution** to **creative** and **innovative** projects and become leaders of change and positive transformation.

We are looking for a smart, talented, organized, analytic and proactive young student for the role of **Office & Finance Specialist** from Domestic and International Business, Banking and Finance School

We will make you a **SUPER STAR** as:

- you will make your own schedule,
- during 1 year, for 5 hours / day,
- have clear objectives, tasks & deadlines, evaluations,
- have individual mentoring, coaching and training,
- take part in major projects that will be remunerated.

Are you up for the challenge? If **YES**, simply send us via email ([elena.vuta@exploratist.ro](mailto:elena.vuta@exploratist.ro)), your personal motivation letter containing in maximum 100 words the reason why we should chose you.

You can find more details about us on:

[www.exploratist.ro](http://www.exploratist.ro) [www.exploratist.com](http://www.exploratist.com) [www.yme.ro](http://www.yme.ro)



**As a Office & Finance Support Specialist you will be responsible for:**

- Financial document management and registration
- Centralizing financial documents for monthly reporting to Financial Manager
- Registration of all information in cash flow received from internal & external customers
- Management of our external partners & providers
- Cost optimization of our contracts
- Operational support in customer & agency's projects
- Social media of the agency
- Monthly e-newsletter
- Websites content & maintenance management