



MR HealthTech Ltd., a division of Munich Re, previously known as MedNet International Ltd., is the world's leading technology partner to the Health Insurance industry for over 2 decades. With state-of-the-art software, designed to bring rapid and tangible results, we enable our customers to transform their business in the age of digital disruption while maximizing profitability potential.

Due to our increasing demand of designing and implementing "best in industry IT solutions", at our Athens Office, we are seeking trainees for the following position:

Finance & Accounting Trainee

PROFILE

The Finance & Accounting Trainee will provide support to the Finance & Accounting team through accounting tasks. The position concerns 6 months internship contract.

Main Responsibilities:

- Assist in preparation, review and file payroll documents
- Support month-end and year-end close process
- Issue invoices to customers and external partners, as needed
- Create and produce reports in excel format and perform report analysis
- Assist in cash flow preparation
- Creating and updating expense reports
- Maintain digital and physical financial records
- Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Handling communications with clients and vendors via phone, email, and in-person.
- Processing transactions, issuing checks, and updating ledgers, budgets, etc.
- Preparing financial reports.
- Assisting with audits, fact checks, and resolving discrepancies.

Required Skills:

- Student or graduate of Accounting or Economics department.
- Excellent knowledge of Excel.
- Excellent oral and written communication skills.
- Excellent command of English language.
- Attention to detail
- Eagerness to learn.
- Adaptability, punctuality.

WE OFFER

- Learning experience in using best work practices and cutting-edge technologies.
- Working in an international, dynamic and enjoyable environment.
- Opportunities for career development.
- Compensation package based on payment regulations of internship.



Send your C.V. c/o HR Department:

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