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from the best experts

Join PwC

With offices in 157 countries and more than 270,000 people, we are among the leading professional services networks in the world. Since 1992, PwC Bulgaria helps organizations and individuals create the value they're looking for, by delivering the highest quality solutions in assurance, tax and advisory services.

We are looking for high potential people from various environments, universities, and departments. If you want to have an impact on the reality that surrounds us and to invent solutions that shape the markets, you'd better keep reading - as our Tax department is looking for a:

Billing and Administration Assistant.

What we are looking for:

- English language proficiency
- BA or higher education in Finance, Economics or other related specialisations
- Strong interpersonal skills
- Computer skills with a good working knowledge of the MS Office suite of programmes
- An organized and methodical approach to administrative duties
- Excellent communication skills both oral (especially on the telephone) and written

Your main responsibilities will include:

- To understand finance processes and report requested information to management
- Assist managers with the preparation of business proposals under their instruction and guidance
- Preparation of tax newsletters and other information/documentation
- Perform online or other research on various data for tax purposes
- Translation of correspondence and documents, when needed
- Processing of expense reports in PwC internal invoicing portal
- Upload invoicing files into the billing system
- Purchase order management
- Other administrative support on client's projects as per manager's request
- To provide other finance and administrative support to all colleagues within the department, such as travel arrangements and bookings, logistics support, documentation formatting, scanning and printing upon support need

What we offer:

- Professional experience in an international setting.
- Company training and excellent opportunities for professional and career growth.
- A "Coach" and a "Buddy" programmes to help you integrate, develop and perform well.
- Professional, positive and team-oriented working environment.
- Comprehensive employee benefit program.
- Central office location.