




Company Description

Insulcloud S.L. is a company that works on designing technological solutions based on R & D for improving the treatment tracking of chronic diseases in which a device is needed to administer the medication, such as diabetes, growth disturbance, multiple sclerosis, chronic pain, breathing problems, etc. The company involves electronics, telecommunication and computing engineers, physicists, endocrinologists, educators, sales, law and marketing professionals and, the most important, patients.

Information

 Deadline: 2019-06-20
 Category: Business
 Province: Bizkaia

 Country: Basque Country
 City: Bilbao

Company

Insulclock



Main functions, requisites & benefits

Main functions

Support activities to the Administrative-Financial Department of the company. In particular, the candidate will take an active part in the following processes:

1) Basic administrative tasks

a) Reception and identification of all types of documents: invoices, delivery notes, bank communications and, in general, all types of documents that affect the company's activity

b) Physical and digital processing of documents and their relationship with the archive 2) Specific tasks of Administration and Finance

Requisites

Minimum studies

Higher Education Training Cycle - Administration and Finance Valorable: Degree in Administration and Business Management
 Languages: - English - Spanish

