

Employee for preparatory accounting (all genders)

BRING YOUR TALENT TO THE TECHNOLOGY BEHIND TRAVEL

Please note: Non-EU citizens need to have a work permit.

The conditions for this job do not meet the requirements for an EU Blue Card.

GIATA is an international travel technology company with clients in nearly 80 countries. As the market leader for content, we offer hotel descriptions in 25 languages, as well as the world's largest hotel-matching database. We are located in the beautiful district of Kreuzberg in Berlin, not far from the Oberbaum Bridge.

At GIATA we believe that complex problems deserve simple solutions. It is important to us that the services we provide are high-quality but also easily available to anyone. Our team is currently working on the next generation of travel technology products.

If you are highly motivated, have a solid grasp of technology and would like to work in a fun, supportive team atmosphere, then we look forward to receiving your application!

We are currently looking for an additional member of staff for our preparatory accounting to start immediately. Would you like to apply for this position?

Your role:

- Preparing invoices
- Recording contracts, customers and subscriptions
- Booking incoming invoices
- Booking incoming payments
- Sending reminders
- Processing cancellations
- Calculating commission payments
- Compiling and evaluating statistics
- Processing incoming and outgoing post
- Supporting our national and international customers and cooperation partners
- Technical support: activating/deactivating accesses for the individual products

What we expect from you:

- Successfully completed commercial apprenticeship
- Basic bookkeeping knowledge
- Good knowledge of MS Office (Outlook, Word, Excel, PowerPoint)
- German proficiency (fluent/business fluent)
- Good knowledge of spoken and written English
- Readiness and ability to familiarise yourself with our products within a short period of time
- Reliability and honesty
- Quick comprehension
- Accurate approach to work
- Ability to reason and understand connections

The following are desirable, but not essential:

- Experience in the tourism sector (travel agent, CRS or portal)

What we offer you:

- Workplace in the heart of Berlin
- Full-time employment (flexible working hours) in an international environment with one of the most renowned tourism service companies
- Permanent employment
- Contact with the largest companies in the tourism industry
- The opportunity to use the Travel Industry Card benefits (e.g. travel across Germany by train in 1st class for under €28)
- Coffee, tea and fresh fruit in the office

If this appeals to you,
we look forward to receiving your detailed application **by email only** at: jobs@giata.com

Please attach your documents (cover letter with salary expectations and preferred start date, curriculum vitae, references) as a PDF file.

Your contact person is Ms. Soualmi
We look forward to meeting you!

Visit us at
www.giata.com 