

## Finance and office assistant at Nordic Group

At Nordic Group we are looking for a new colleague for our accounting team. If you like numbers and like communicating with many people on an international level then this job might be for you.

### About the job

The job will include the following tasks:

- Daily bookkeeping, including bank reconciliation
- Accounts payable
- Calculation of payments to salespeople.
- Assistance with ongoing reporting, VAT statements
- Streamlining work tasks
- Ad hoc assignments and much more
- You will refer directly to our CFO.

English in writing and speaking is a must, as we have companies in Denmark, Finland, Sweden, England, Portugal and the Netherlands as well as partners in the USA, South Africa, Mauritius, Germany and others.

Weekly working hours: 37.5 hours. Salary by agreement.

Location: Nygade 6, 3. sal Copenhagen K, Denmark

The position is to be filled as soon as possible, we hold regular interviews.

Please send a motivational application with your CV til: [ac@nordicgroup.eu](mailto:ac@nordicgroup.eu)

### About Nordic Group

Nordic Group was established in 1997. We offer laboratory tests within the "Functional Medicine" principles. Nordic Group consists of a number of companies, all of which are within nutrition, nutritional medicine and dietary supplements. We sell our products in 70 countries. "Company language" is English.

Check us out: [www.nordic-labs.com](http://www.nordic-labs.com) / [www.dnalife.eu](http://www.dnalife.eu), and see this video:



We are looking forward to hearing from you and hopefully meeting you at a job interview.