

Would you be our “office squid assistant”, who can manage bookkeeping and social media and much more?

New Nordic Manufacturing Roskilde

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New Nordic – Beauty In&Out

New Nordic is a fast-growing international manufacturer of herbal supplements and beauty products. The company was founded in 1990 and now are New Nordic's products sold in pharmacies and health food stores in 41 countries. To handle sales, New Nordic has organizations in most European countries, as well as in Canada, USA, Hong Kong and Australia. New Nordic's products have been on the Romanian market for over 15 years. A year ago, we set up Romania's own organization and we are now looking for an ambitious "office squid", who can manage the day-to-day business

Company: New Nordic Healthcare s.r.l.

Location: Bucharest area

Salary: By qualifications

Employment: As soon as possible and no later than June 2021

Be a part of New Nordic development in Romania

A central role

The position is very operational and full of various tasks. You will work in close contact with the company management and your international colleagues from our offices in Denmark, Slovakia and Sweden, so it is important that you are a strong communicator in English and Romanian, both written and oral.

Your main responsibility will be bookkeeping, so at main point you must be a bookkeeper, but you also have to have an interest and skills in social media with the ability to do creative posts with photos and we also embrace, if you have a passion to develop further in to digital marketing. In addition, you will be in daily contact with our Romanian partner, media and marketing agency, customers etc. So shortly, if you are good in bookkeeping, but dreaming about a bit more exciting job and various tasks, it's a perfect job for you.

Well-balanced, dedicated and dynamic

As a person, you are outgoing, service minded and have a clear and distinct set of values. You thrive on keeping many balls in the air at the same time and are happy for various tasks. We expect that you are dedicated, like to have responsibility and work independently. You possess good communications and interpersonal skills, are good to be

in dialogue with customers and colleagues in both Romania and abroad. You have a positive attitude and are able to manage different tasks, not always connected to bookkeeping.

Application:

Send your application with CV via e-mail to mira@newnordic.dk The application should be marked "office assistant" in the e-mail subject field. If you have further questions, please feel free to contact Mrs. Mira Jørgensen via e-mail: mira@newnordic.dk or by telephone: 00 45 51 46 45 72. Application deadline: April 30, 2021.