

### Asset Tracking Specialist

Sigma CVM is a newly established Romanian Agricultural Machines and Equipment company and belongs to the Saracakis Group of Companies, based in Greece.

Established 99 years ago, Saracakis is the sole official Importer and distributor of major international manufacturers of automobiles, motorcycles, trucks, buses, construction equipment, forklift trucks, marine and industrial engines, general purpose engines, generators, tires, spare parts and accessories in Greece. It has been representing for several decades major multinational brands such as AB Volvo (since 1950), Honda Motor Co. Ltd (since 1959), Mitsubishi Motors Corporation (since 1963), Komatsu Ltd. (since 1965). Sigma CVM is inviting you to join the company and its team as Asset Tracking Specialist with the following responsibilities:

#### Responsibilities:

- Registration of inventory objects and fixed assets; related reports (categories, persons); verification with accounting department.
- Collecting and centralizing information on the use of inventory objects and fixed assets; of the primary documents and of their filings/ archiving.
- Drawing up the delivery-receipt minutes for the inventory objects and fixed assets at the handing over / transfer or return (receipt back)/their quashing.

- Participation in the annual inventory for objects and fixed assets or whenever necessary (employment or departure of staff in / from the company)
- Control of the correctness of the primary documents received (invoices, justifying statements) and of their completeness (complete documents with all annexes,).
- Verification, correction of the justifying statements received, together with the holders who draw them up, providing support to the preparation of the document expense statement of the employees.
- Verification of monthly balances - advances on the settlement of employees (employee returns); checking the extra accounting statements with accounting department.
- Management of daily allowances - monthly report.
- Primary accounting records – cash register; eventually, in time, other new categories of records / accounting operations.
- Filing primary documents, scanning documents for reports, data centralization.
- Financial accounting department support and participation in month / quarter / year closing operations (scoring, verifications,); tasks that may occur on the day / days respectively.
- Drawing up various situations, evidence, and reports in xls, necessary to replace the inconveniences of the software.

#### Requirements:

- Knowledge of primary accounting
- Excel operation - medium level
- English language - medium level
- Availability in intra- and inter-departmental relation for collecting information, verifications, scoring, corrections, document restoration.
- Professional attitude and flexibility (responsibility in what he/she does, initiative where extra effort, feedback is needed), goodwill, team spirit.

#### We offer:

- Professional and Personal development environment
- Motivating and Competitive employment package
- Meal tickets
- Medical & Life insurance
- 21 Vacation Day
- Bookster subscription