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Glencore is one of the world's largest global diversified natural resource companies and a major producer and marketer of more than 90 commodities. Glencore's industrial and marketing activities are supported by a global network of more than 90 offices located in over 50 countries.

Glencore has been present in Hungary for almost 24 years. The two main branches of our activities are trading in grains, oilseeds, and animal feed and vegetable oil production.

## **Receptionist/Financial assistant** **Glencore Agriculture Hungary Kft.**

### MAIN RESPONSIBILITIES:

- Scan and handle all incoming and outgoing invoices, contracts,
- Bookkeep invoices in ERP system,
- Handle all incoming calls,
- Manage all incoming and outgoing mails, letters and DHL packages,
- Assist with various general office duties,
- Order office equipments,
- Arrange car parking reservations,
- Welcome guests in a professional manner.

### REQUIREMENTS:

- Secondary school degree, college or university degree is an advantage,
- 1 - 2 years of work experience required as a receptionist,
- Experience in the financial field is an advantage,
- Fluent English knowledge,
- Excellent communication skills,
- Advanced knowledge of Microsoft Office,
- Multitasking and good time-management, organising tasks by priority

**PLACE OF WORK:** Budapest, XIII. district, Népfürdő street 22.

If you are interested in these challenges, please send your resume and motivation letter directly to [gah.jobs@glencore.com](mailto:gah.jobs@glencore.com).



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AGRICULTURE