
AWM Holding Plc. is a 100% Hungarian-owned company based in Budaörs, operating for 14 years with a capital of 200 million HUF, specializing in technology investments and chip trading. To support the company's development, we are seeking a new colleague for the following position:

Financial Assistant / Office Manager

What we offer:

- Flexible employment, available as a part-time position (4 or 6 hours per day)
- Location: Budaörs, Terrapark, Terra Corner office building, with the option for 1 day of remote work per week, based on agreement
- Strong opportunities for growth and learning
- High-quality, professional work environment
- Stable income with annual raises (fixed base salary + cafeteria benefits)

Responsibilities:

Maintain order in the company's financial and administrative affairs, operate the office.

- Prepare proforma invoices, delivery notes, invoices; cash management; communicate with the accountant
- Perform secretarial tasks, general document management both electronically (Google Drive) and on paper
- Ensure smooth office operations (handling phone calls, email correspondence via Outlook, translating documents in Hungarian and English, procuring office supplies, handling transfers)
- Organize logistics related to sales and procurement, including EKAER declarations
- Handle HR documentation: contracts, onboarding and offboarding, time tracking
- Prepare environmental product fee declarations
- Prepare inventory and disposal reports, maintain fixed asset records
- Draft member resolutions and maintain the register of resolutions

The ideal candidate:

- Extremely quick. Quick in thinking, decision-making, communication, typing, and online searches - in everything. Works with keyboard shortcuts, so is concise and efficient.
 - Precise, perfectionistic, and dislikes weak or sloppy work; detail-oriented individuals preferred. :)
 - Embraces technology as a friend. Excited by good mobile devices, large monitors, and fast computers, and knows how to leverage them effectively.
 - Strong drive for learning, innovation, and continuous self-improvement.
 - Capable of prioritizing tasks, independently organizing the work, taking responsibility, solving problems, and making decisions alone.
 - Open, cheerful, and creative, someone who focuses on solutions rather than problems.
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- Has a few years of experience in finance and enjoys working in this field for more than just financial reasons.
 - Seeks a long-term role, planning to stay for at least a few years.

Requirements:

- Higher education degree.
- Proficient level of English that enables making calls to Chinese companies and confidently coordinating deliveries in English without stress (strong intermediate English spoken and written as well, preferably upper intermediate).
- At least 3 years of experience in a similar field.
- Particularly strong user-level IT skills (especially in MS Office and Google Docs).
- Commitment to quality work and a polished appearance.

Considered as an advantage:

- Proficient English language skills (upper professional level), as well as knowledge of additional languages (primarily German).
- Professional experience in foreign trade, as well as in the food, electronics, or finance industries.
- Knowledge of stock market operations.
- Qualifications in accounting or finance.

Application method

Please submit your application with a photo CV to iroda {at} awmholding.hu. In your application, please explain in a few sentences why you should be selected for this position. Note that the absence of the requested information will automatically disqualify you from consideration!