



# JOB OPENING

## ACCOUNTING/ADMINISTRATIVE ASSISTANT GOETHE-INSTITUT MANILA

The Goethe-Institut is the Federal Republic of Germany's cultural institute with a worldwide network. It promotes the learning of the German language abroad and encourages international cultural exchange. It also fosters knowledge about Germany by providing information on its culture, society and politics.

Goethe-Institut Manila is looking for an Accounting / Administrative Assistant.

### TASKS:

- Assist in maintaining and recording financial transactions (bookkeeping, data entry) in SAP.
- Assist in reviewing /checking proper documentation related to payment processing.
- Assist in the procurement of vendors following the institute's guidelines and procedures.
- Assist in other administrative tasks.

### REQUIREMENTS:

- Must possess a Bachelor's Degree
- At least 2 years professional experience in the same or similar fields
- Experience working with accounting software
- Advanced verbal and communication skills
- Proficient in English and Tagalog
- Willingness to acquire knowledge of German language
- Knowledge of MS-Office
- Self-reliant, responsible with a very good work ethic
- Excellent organizational and time-management skills
- Team-player with good communication skills

## Deadline for application: 15. July 2024

Kindly submit your application to [admin-manila@goethe.de](mailto:admin-manila@goethe.de)

For further information about the activities of Goethe-Institut Manila, please visit [www.goethe.de/manila](http://www.goethe.de/manila)

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