



WE'RE HIRING!

→ Junior Administrative [\[Accountant\]](#)



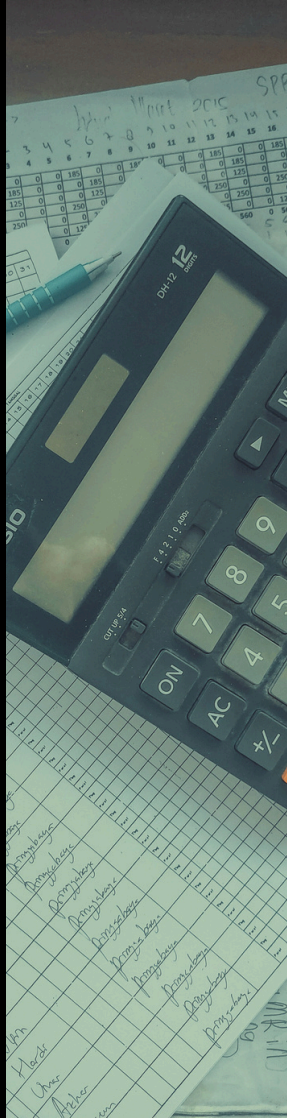
IENTAI [SPACE]



WE ARE LOOKING FOR A

Junior Administrative Accountant to join our team!

As a Junior Administrative Accountant, your mission will be to provide support in administrative and accounting tasks to optimise time and allow a more strategic approach in the management of taxes, accounting and purchasing. In addition, you will directly assist in the daily tasks of the area.



Key responsibilities

- Support with day-to-day accounting and administrative tasks.
- Recording and tracking invoices, billing, and document uploads.
- Managing team travel: bookings, tickets, accommodation, and general logistics.
- Processing visas and documentation for employee travel, if required.
- Coordinating international shipments and customs procedures.
- Assisting with office tasks: purchases, team requests, and general support.
- Direct support to the department lead, collaborating on the organization and execution of multiple daily administrative and accounting tasks.

Your team

You will be part of our **Administration and Accounting team**, which plays a key role in keeping our operations running smoothly. This team is responsible for managing day-to-day financial and administrative tasks, ensuring compliance, supporting other departments, and helping the company stay organized and efficient as we grow. Their mission is to provide reliable, agile support across all areas of the business.

Qualifications & skills



MUST HAVE:

- Degree/FP in Business Administration, Accounting, Finance or related fields.
- At least 1 year of proven experience in similar roles.
- Basic knowledge of accounting and bank reconciliations.
- Fluent in English and Spanish, both spoken and written.
- Strong organizational skills and attention to detail
- Ability to adapt to changing priorities.
- Proactive and able to work independently to solve day-to-day issues.
- Excellent interpersonal communication and internal customer service skills.
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NICE TO HAVE:

- Experience with management systems such as Click-Up, Holded or similar will be a plus.



Benefits & perks

- 🚀 **A key role in a pioneering space startup**, where you will directly impact the development of cutting-edge propulsion technology.
- 💼 **A full-time contract** of 40h per week.
- ⌚ **Flexible working hours**, allowing you to manage your schedule for better work-life balance.
- 🏠 **Hybrid work model**: work remotely up to 9 days per month.
- 🌲 **Extra holidays**: in addition to 23 vacation days, enjoy 6 additional days off during the Christmas period (from 24 December to 2 January, both included).
- 🏥 **Private health insurance**, fully covered by the company.
- 📚 **Learning & Development**: €1000 per year budget for training, courses, and professional growth.
- 💪 **Autonomy and responsibility**: your contributions will directly shape our technology and success.



Ready for takeoff? Email us at careers@ienai.space with [APPLICATION JUNIOR ADMINISTRATIVE ACCOUNTANT in the subject line.