

## JOB DESCRIPTION

<b>TITLE</b>
Assistant Account Manager
<b>ROLE DESCRIPTION</b>
<p>This person will assist the Latin Desk (LD) with the daily contact and support for current clients, and will be the key contact point for the processes intertwining the Accounting and Company Secretarial Departments and the LD.</p>
<b>PROCESSES AND RESPONSABILITIES</b>
<ol style="list-style-type: none"> <li>1. To provide proper support to the Account Managers in their daily interaction with their clients (client's requests and recurrent jobs).</li> <li>2. To manage the information flow (emails, documents, etc).</li> <li>3. To assure the timeliness and accuracy for recurrent reports.</li> <li>4. To receive, classify, track and file all client correspondence.</li> </ol>
<b>COMPETENCIES REQUIRED FOR THE ROLE</b>
<ul style="list-style-type: none"> <li>• Integrity</li> <li>• Self Starting.</li> <li>• Team player</li> <li>• Multicultural</li> <li>• Precise- Auto evaluation</li> <li>• Capability to develop relationships</li> </ul>
<b>SKILLS:</b>
<ul style="list-style-type: none"> <li>▪ Time management.</li> <li>▪ Responsibility</li> <li>▪ Accounting knowledge and experience.</li> <li>▪ Business Law.</li> <li>▪ Writing and presentation</li> <li>▪ Spanish and another Latin language is a must.</li> <li>▪ Language: Fluent Spanish plus one other Latin language (preferably Italian, Portuguese or French)</li> </ul>