

# Administrative Assistant @ Friendly Factories

contact@effitalents.com

Phone :

Web :

## Job Summary

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Vacancy :

Deadline : Apr 18, 2025

Published : Mar 18, 2025

Employment Status : Full Time

Experience : 1 - 3 Years

Salary : To be defined

Gender : Any

Career Level : Entry Level

Qualification :

FRIENDLYMADE

### Responsibilities:

#### 1. Customs administration and logistics

- Prepare and submit customs documentation for **import/export processes**.
- Ensure **compliance with international trade regulations**.
- Handle declarations for customs clearance.
- **Communicate with customs** authorities, freight forwarders, and suppliers.

#### 2. Invoice management and financial administration

- Process **supplier invoices**, ensuring accuracy and timely payments.
- Follow up on **outstanding invoices** and manage payment reconciliations.
- Maintain organized **records of invoices and financial documents**.
- Assist with VAT compliance and follow up of **VAT reimbursements** with the accountants.

#### 3. General Administrative Support

- Assist with HR related administrative tasks, including preparing a **SEPA payment file twice a month**.
- Maintain digital document filing systems.
- **Support internal teams** with administrative tasks as needed.
- **Communicate with clients** and suppliers regarding documentation and payments.

### Requirements:

- Education: Degree in **Business Administration**, International Trade or a related field.
- Experience: **Previous experience in administrative roles**, preferably in customs, finance, or logistics in a factory.
- Languages: fluent in **Portuguese and English**
- Technical Skills: proficiency in **Google Suite** and familiarity with customs documentation systems and financial tools.
- Soft Skills: strong organizational skills, attention to detail, ability to work independently, and good communication skills.

### Benefits:

- A friendly and dynamic work environment where **teamwork and collaboration are key**.
- **Hands-on experience** with real responsibilities from day one.
- Opportunities **to grow, learn, and develop** new skills in customs compliance and financial administration.
- A **supportive team** that values initiative and problem-solving.

### About the company

Friendly Factories has been working for years to **manufacture high-quality clothing in Portugal**. Driven by passion, his team of designers, manufacturers, and textile experts builds strong relationships with clients through regular and consistent communication.

### Your recruiter:

Aline, Senior Talent Acquisition @ Effitalents.  
Feel free to contact her for further information!

## Education & Experience

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## Must Have

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**Educational Requirements**

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**Compensation & Other Benefits**

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