

Milengo GmbH - Übersetzungs- und Lokalisierungsdienstleister



Milengo GmbH is one of Europe's leading language service providers. We want to become a successful strategic partner who makes content localization super easy, affordable, and customized to the individual needs of our clients, and use technology solutions wherever possible to make these goals a reality. That's why we pour our heart and soul into serving clients in the mechanical engineering, corporate publishing, e-commerce, and hardware and software industries, to name just a few.

Finance Working Student (f/m/d)

City: Berlin; Starting date (earliest): At the earliest possible; Duration: unlimited;
Remuneration: 15 €/h

Working field

At Milengo, you'll find a great mix of cultures and languages. Our team comes from over 15 countries and we coordinate translations in more than 70 languages. For us, it's all about forging long-standing relationships - with our business partners, but first and foremost with our employees. We are especially proud of our corporate culture, which is founded on fairness and trustful partnership. We are ambitious learners, humble masters who take pride in performance and success, and serve with confidence and flexibility.

Does that sound like exactly what you're looking for? Then keep reading, because:

We are currently seeking a Finance working student based in Berlin, for 10-15 working hours per week.

As a Finance working student at Milengo, you will support Finance & Administration team in daily tasks, including communication with customers, financial processes improvement and office support.

Your responsibilities:

- Accounts Receivable: Assist in following up with customers regarding overdue payments via email and phone.
- Communication: Professionally handle customer inquiries related to payments and account balances.
- Administrative Tasks: Provide general office support, including document organization, data entry, and other administrative tasks as needed.
- Process Improvement: Assist in streamlining financial processes and identifying areas for efficiency improvements.
- Team Collaboration: Work closely with the finance team to ensure accurate and timely financial records.

Requirements

Your qualifications:

- Currently enrolled in a degree program, ideally in Finance, Accounting, Business Administration, or a related field.
- Strong communication skills, both written and verbal.
- Comfortable handling customer communication in a professional manner.
- Basic knowledge of MS Office (Excel, Word, Outlook); knowledge of accounting software is a plus.
- A proactive attitude and willingness to learn.
- Ability to manage time effectively and work independently.
- German and English level minimum B2

What we offer

We offer:

- A dynamic and motivated international team
- Regular feedback for personal growth
- Flexible working hours that fit your studies
- Long-established remote working culture, with 1 office day per week
- Friendly atmosphere in Berlin office
- Plenty of opportunities for learning and personal development and growth

Application

Sounds like an interesting challenge for you? Then please e-mail your completed application in English, naming your possible start date and salary expectation, to hr@milengo.com.

More information at <https://stellenticket.de/192133/HTWB/>
Offer visible until 06/04/25

