Join our awesome team at eAgronom as an Administrative Assistant

Have you studied the basics of accounting? Are you a great communicator? Do you strive constantly to self-improve? Are you a great multi-tasker? Do you see opportunity in every challenge?

Be a part of a revolution in the agritech industry and help change the way food production is run all around the world. Join us at our Tartu HQ!

Your main responsibilities will be:
* Making sure all bills and salaries are paid on time
* Documenting all receipts and invoices
* Generating routine reports of finances and other strategic data
* Ensuring financial data is precise across all systems
* Organizing business travel
* Making sure our office life runs smoothly

In eAgronom you will have the opportunity to:
- Be a part of a fast-growing startup and make an immediate impact on how food is grown.
- Help run our office life
- Interact with smart and creative people in a small and focused team.

Please send your CV and essay "What would I gain from startup culture?" before the 12th of August to kristel@eagronom.com