

DATA: 16.12.2024

**PROFESSIONAL INTERNSHIP ADMINISTRATIVE INTERN (M/F) – AMP GLOBAL  
COMMUNICATION EMPOWERMENT**

**Refª do GIP/dezembro2024/14**

**DATA-LIMITE PARA CANDIDATURA: URGENTE**



## Requirements

- BA in Human Resources, Accountability or other relevant field
- Fluency in Portuguese and English
- Knowledge of MS Office tools and other relevant software
- Strong organisational and office management skills with the ability to analyse financial documents and administrative tasks
- Able to manage office supplies and show assertiveness, flexibility and autonomy.
- Eligible for IEFP internship

## What will be your primary responsibilities?

- Assist in office management supplies and ensure timely restocking
- Developing ongoing engagement with supplier partners
- Preparing financial monitoring reports and issuing receipts
- Assist with data entry and maintaining accurate financial records
- Attending conferences, seminars, hearings, and so much more!

## How to join us?



Send us a short personalised email and your resume to [andresp@political-intelligence.com](mailto:andresp@political-intelligence.com) with the reference "Accounting Intern"

**APPLICATIONS:** [andresp@political-intelligence.com](mailto:andresp@political-intelligence.com) with the reference "Accounting Intern"