



DATA: 10/04/2025

## ESTÁGIO ÁREA FINANCEIRA (M/F) – VISOR.AI.

Refª. do GIP/abril2025/07

**DATA-LIMITE PARA CANDIDATURA: URGENTE**

### **Join Visor.ai as a Finance & Administration Intern!**

At Visor.ai, we're on a mission to revolutionize AI and automation for Contact Centers. By humanizing chatbots, we help companies automate up to 85% of customer interactions, enhancing efficiency without compromising experience.

Founded in 2016 with big dreams and an innovation award, we've since grown into a trusted AI partner for leading brands across multiple industries and countries. Now, we're looking for a **Finance & Administration Intern** to join our team and support our financial and operational processes!











### **Your Mission**

As a **Finance & Administration Intern**, you'll gain hands-on experience in financial operations, accounting, and administrative tasks while contributing to the efficiency of our internal processes. Your role will be to:


- Assist in **document management**, file organization, and contract administration.
- Support **bank reconciliation, accounts payable and receivable**, and financial reporting.
- Help prepare **accounting documents**, process basic bookkeeping entries, and liaise with external accountants.
- Support **internal audits, expense reviews, and reimbursement control**.
- Collect and analyze **financial data**, generate insights, and assist in decision-making.



### What's in It for You?

-  Paid internship
-  Health insurance
-  Career growth opportunities
-  Access to training, events, and conferences
-  Hybrid work model - visiting one of our offices, get ready for:
-  Free coffee |  Arcade machines |  Rooftops & terraces |  Team events |  A lot of fun!

Ready to kick-start your career in Finance & Administration?

Apply now and grow with us!  Please send us your CV via email to either [cribeiro@visor.ai](mailto:cribeiro@visor.ai) or [info@visor.ai](mailto:info@visor.ai).

### Your Skills & Experience

- **Education:** Currently pursuing or recently completed a degree in Finance, Accounting, Business, or a related field.
- **Analytical mindset** with problem-solving abilities.
- Strong **organizational skills** and attention to detail.
- Basic knowledge of **Excel and financial systems** (a plus).
- Effective **communication and teamwork** skills.
- Interest in **financial management and accounting**.