Finance Intern (m/f)

Are you passionate about mobility and new technologies? If so, we have something in common and should get to know each other.

IAV China was established in 2005 and is running business in Shanghai, Beijing, Changchun and Tianjin. We are a subsidiary of IAV Germany that employs more than 6,500 experts around the globe and is one of the world’s leading engineering partners to the automotive industry.

We launch technically perfect innovations for every renowned automobile manufacturer and supplier – from the concept through to volume production, from compact cars to trucks.

.

Location: Shanghai

**Job-ID:** IAV-CN-

Responsibilities职责:  
1. File the department related documents.财务部文档整理归档；  
2. Check invoices and application for reimbursement.核对发票和各部门报销申请；  
3. Send or post VAT invoices to customer.寄送增值税专用发票；  
4. Assist financial leader to finish other paper works.协助财务部门领导完成其他日常工作。

Qualifications要求:  
1. Master of accounting major is preferred.大学硕士在读生，会计专业优先考虑；  
2. Good skills in office software, e.g. Excel, Word，etc. 良好的办公自动化软件使用技能，例如EXCEL；  
3. Fluent in English reading, writing and communicating.良好的英文读写,沟通能力；  
4. Good interpersonal skill.良好的人际交往能力；  
5. Positive working attitude, self disciplined, motivated and good in team-work.良好的工作态度，自律，工作积极有条理

Application and contact person

Become part of our team – we look forward to meeting you! Please use the online form on our website for your application.

For any further questions please, do not hesitate to contact Mr. YUAN Jiawen: +86 021 39570917 130.