

Job description

POSITION:	Junior Lease Analyst with Dutch language
STARTDATE:	ASAP
PLACE OF WORK:	Warsaw (city center)
RESPONSIBILITIES:	
<ul style="list-style-type: none"> • Accurately abstracting all commercial lease documents • Performing data accuracy audits and detecting minor in nature errors • Providing professional customer service to clients • Data entry and data management of lease documents • Preparing and updating reports as required by the clients within the scope of responsibilities 	
REQUIREMENTS:	
<ul style="list-style-type: none"> • Fluent English and Dutch is an absolute must • Excellent MS office skills, especially Excel • Good (written and spoken) communication skills • Solution oriented • Basic experience in finance would be an advantage • Finance Master Degree or related would be an advantage • Analytical / numerical skills, orientation to details • Good communication & interpersonal skills 	
Foreign languages:	Dutch, English, other languages will be an asset
Other:	Analytical / numerical skills, orientation to details

If you are interested in that offer please send me immediately your CV in English: maciej.stega@cpljobs.pl

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