

BUSINESS & ADMINISTRATION ASSISTANT***Job Description***

The Syracuse Madrid program is seeking a dynamic and experienced candidate to fill the **Business & Administration Assistant** vacancy. This is a full-time, regular, and administrative position, and is part of the Business & Administration Department.

The position requires knowledge of accounting, finance, expense control, insurance and general administrative duties specific to the department, working closely with the department head, the Assistant Director of Business & Administration.

KEY RESPONSIBILITIES:

- Financial and accounting management: Financial reports, Payments, cash control, bank accounts, and debit cards.
- Report preparation and submission: Monthly reports, accounting entry records, accounting documentation, and assistance with tax documents.
- Purchasing and supply management: Supplier control, consumables, materials, invoices, activity and trip reports and expense requests.
- Administrative and document management assistance: Certificates, staff lists, renewals and occupational risk documentation, digitization and archiving of work time record sheets.
- Insurance and occupational risk control: Inventories, policies, incident reporting, worker lists, and medical check-ups.
- IT and Telephony functions: Engagement and IT technical support, supervision of materials, breakdowns.
- Assist with all departmental tasks needed.

SKILLS & QUALIFICATIONS

- Earned bachelor's degree.
- At least 3 years' experience working in similar.
- Proven C1 or greater proficiency in spoken and written English and Spanish.
- Expert-level knowledge of Excel.
- Ability to work with numbers is essential.
- Discretion, good organization, and willingness to work in a team.
- Ability to work proactively, prioritize, and exercise sound judgment.

APPLICATION DEADLINE: November 30, 2025

STARTING DATE: TBC

EMPLOYMENT CONDITIONS:

- Salary commensurate with knowledge and experience.
- 10:00-18:00, Monday-Friday.
- Must be legally able to work in Spain at the time of application.
- Must comply with visa, work authorization, and tax-related laws and regulations as a condition of employment.
- Syracuse University Madrid is an equal opportunity employer committed to equity, diversity, and social inclusion.

SUBMISSION OF APPLICATIONS:

Qualified candidates should send a letter of introduction and a CV, both in English, to Interim Assistant Director of Business & Administration, José Luis Ballesteros at jlballes@syr.edu. The candidate should also include a list of references who can provide recommendation letters upon request.