

# Turkey Jobs Expertini®

## F&A Assistant (Temporary), Istanbul HUB - Turkey

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Company: Fater

Location: Ataşehir

Category: other-general

We are looking for **Finance & Administration Assistant** to join our F&A team in our Commercial HUB located in Istanbul, Turkey.

In this full-time role, you will support the main administrative, accounting, and customer service processes.

Key responsibilities for the role include:

Assisting the tasks related to the administration process

Supporting the activities related to the management of the ordering and invoicing process

Supporting the F&A Manager on the Import/Export administration activities collecting all necessary documents (packing list, invoice, etc.) for exporting finished products vs/ Fater plants and Central Europe.

Managing sales orders (receiving, processing, checking the weight and price of the orders)

Supporting after-sales services when there is a damaged goods case

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