



Junior Audit Manager in the medical field (with German)

We are looking for a motivated and detail-oriented Junior Audit Manager to join our team. The successful candidate will support the certification procedures for oncology centers in Germany, assist in the preparation of audit documentation, and actively communicate with the German company employees. The ideal candidate will have a bachelor's degree, excellent communication skills, and experience using MS-Office applications such as Excel, Word, and PowerPoint.

We value individuals with a keen eye for detail, exceptional organizational skills, flexibility, and adaptability. Initiative and the ability to work well under pressure are also highly valued qualities.

In return, we offer a competitive salary and a supportive work environment. Our headquarters are conveniently located at the heart of Cluj, providing easy access. You will have the opportunity to participate in training courses to further enhance your skills and develop professionally within our company.

Responsibilities:

- Support the preparation and execution of certification procedures for oncology centers in Germany
- Assist in the preparation of audit documentation, including document preparation, emails, and use of internal software
- Actively communicate with German company employees via email and Microsoft Teams
- Collaborate with other team members to ensure project timelines are met
- Ensure confidentiality of data and information

Requirements:

- Bachelor's degree
- German language - at least intermediate level
- Attention to detail and ability to maintain accuracy in work
- Excellent communication skills
- Proficient in using MS-Office applications, especially Excel, Word, and PowerPoint
- Strong analytical and problem-solving skills
- Ability to work independently but also in a team environment
- Reliable, responsible, and trustworthy
- Strong initiative and ability to work well under pressure

If you meet these requirements and are looking for a challenging opportunity to grow your skills and experience, please apply for the position or send your CV to e.horvath@onkoziert.de.