



General Administration & Accounting Assistant

Job Title	General Administration & Accounting Assistant
Contract	Permanent, Full Time
Location	Malpensa Airport Terminal 1
Reporting to	Manager
Job Purpose	To support local management with all administrative duties both relating to general administrative affairs and accounting matters
Duties and Responsibilities	<ul style="list-style-type: none">-Secretarial support for General Manager, Administration Manager-Daily oversight of all services to the Milan Airport Office and management of contracts for office services-Coordination with external Consultants and suppliers, such as Accounting, Payroll, etc-Support for expat staff welfare, such as visa applications, accommodation finding, etc-Preparation of data for monthly payroll submissions-Administrative support relating for HR, hiring and leaving and application of airport IDs-General accounting tasks such as checking of suppliers' invoices and authorization process using the company's internal accounting system and budget management-Daily banking activities including bank reconciliation-Support for ad hoc tasks and duties
Knowledge, Qualifications & Skills	<ul style="list-style-type: none">-Good team player and flexible to support the needs-English and Italian, both in written and oral, are required – Japanese is advantageous-Ability working with MS Office
Salary	Based on Fairo contract
Estimated Start Date	No later than 01 May 2026
Working Hours	Office hours, MON- FRI Normal working hours are 37hours and 30 minutes per week
How to apply	<p>Please send your CV in English to : ml_notice_miladmin@ana.co.jp</p> <p>Please note that only selected candidates will be contacted for an interview.</p>



Closing Date	28 February 2026
Others	Must be eligible to work legally in Italy (the employers does not provide visa sponsorship)