



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	Please send your CV in English to : ml_notice_miladmin@ana.co.jp Please note that only selected candidates will be contacted for an interview.



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