

Now hiring!

BUSINESS ADMINISTRATION (M/W)



 Location: **US**  Starting date: **Immediately or by agreement**  Type: **Part-time**

About us

Datagate, Inc. is a small company with the character of a start-up. We are a young and motivated team that, working together, produces customized software solutions. Our enthusiasm for new technology is what connects us; it is how we passionately promote the digital transformation to our customers.



What you'll do

- General accounting and payroll administration
- Incoming and outgoing invoice processing
- Processing of timesheets and expense reports
- General organizational office activities
- Communication with partners, suppliers and employees
- Personal assistance to CEO



Who you are

- Experience with Microsoft Office and cloud applications
- Experience in accounting, payroll and general business administration
- Interested to work with tools like Gusto, Wave and Office365
- Very strong communication skills and meeting deadlines
- Fluent in English
- Ability to speak and write German



What we offer

- Flexible and family-friendly working hours are possible
- Ability to work remote
- Friendly and dynamic work environment in a small team
- 20-25 hours per week

Interested? Please send your application to jobs@datagate.com