

Amaris is an international group of Consultants in Technology and Management, with more than 40 offices across the world. Amaris' success is based largely on personalized service which creates a close relationship between their Clients and their Consultants, which in turn, adds value to their projects.

Sparkling  
Consulting,  
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Innovation



## IT Internal Controls coordinator

### Description du poste:

- Administrative tasks, Assist in writing documentation
- Tracks and monitors that specified tasks are executed according to predefined schedule.
- Escalates late executions.
- Captures and retain adequate evidence of task execution and test results (screenshots, copy pdf files to new network location)
- Insure Regular check of systems status and notifications

### Candidat Idéal:

- Good knowledge of MS-Office tools
- Good documentation skills (English, German)
- Good learning skills
- Good communication skills
- Planning & Tracking skills

Ideally at ease in English and German

### Informations Pratiques

Place : Swiss German  
Date : ASAP

### Comment Postuler:

Send your application on line:



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