



JOB OFFER

JUNIOR ADMINISTRATIVE AND ACCOUNTING ASSISTANT

THE COMPANY

Nintendo European Research and Development (NERD) is a French subsidiary of Nintendo. We are a company of around 95 employees who share a passion for creating key software technology and cutting-edge solutions for Nintendo Switch™ and other Nintendo platforms. In close collaboration with counterparts in Japan and the USA, we contribute in fields such as emulation, signal processing, content generation, computer vision, machine learning, system development, optimization and security to create solutions deployed on over a hundred million homogeneous devices. Come discover an engaging and welcoming work environment in the heart of Paris and join our unique team in its mission to put smiles on people's faces!

POSITION RESPONSIBILITIES

We are looking for a part-time addition to the Finance and Operations team to support us during a period of increased activity. Reporting to the Finance & Administrative Manager, the Administrative and Accounting Assistant will be responsible for various tasks within the Finance and Operations department. Your main responsibilities will include:

Support for the procurement cycle

- Tracking purchase requests: quotes, approvals, deliveries
- Acting as a liaison with purchasers for receipt validation
- Collecting and checking invoices against quotes, approvals, and deliveries

Accounting support

- Assisting with invoice entry in the accounting software
- Contributing to fixed asset monitoring
- Monitoring cash flow (simple reconciliations)

Administrative tasks

- Handling phone calls and greeting visitors
- Managing office supply orders
- Filing and archiving documents

CANDIDATE PROFILE

NERD is an equal opportunity employer. All characters are welcome, regardless of gender, ethnicity, religion, sexual orientation, ableness or age.

We would be delighted to move forward with your application if you recognize yourself in several of the following points:

- Basic knowledge of general accounting
- Strong organizational skills and attention to detail
- Good interpersonal skills and team spirit
- Proficiency with office tools (Excel, Word) and ideally with an accounting software
- BTS in Accounting and Management or equivalent

ADDITIONAL INFORMATION

This part-time position is based in the center of Paris, France and is open to a fixed-term contract, temporary assignment, or freelance arrangement. Full-time equivalent annual salary: between €30,000 and €40,000 depending on the number of years of experience in a similar role. For freelance arrangements, the compensation will be adjusted accordingly based on the agreed scope and terms.

CONTACT

If you believe you are the right person for this position, please send a resume and a cover letter to apply@nerd.nintendo.com with **JAF2025** in the subject line.