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ACCOUNTING CLERK (M/F/D)

Part-time

Type of employment

St. Georgen bei Grieskirchen

Location

Finance

Area



Maria Zirwig

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VIEW JOB ONLINE

15-20 hours per week

Your tasks:

- Electronic pre-entry of incoming invoices
- Verification and posting of incoming invoices
- General correspondence activities

Your profile:

- Completed commercial training (apprenticeship, HAK etc.).
- Successfully passed accountancy exam an advantage
- Savvy with MS Office
- independent, structured and accurate way of working
- team spirit, flexibility and strong communication skills
- Good written and spoken German, knowledge of English an advantage

It awaits you:

- An interesting working environment in a motivated team
- State-of-the-art work equipment
- Numerous special benefits (fruit, doctor, gym allowance, ...)
- Development opportunities in an industrial company with all the advantages of a family business
- Canteen with regional delicacies

For this position, based on full-time employment, a gross salary of 2.900,- Euro on a full-time basis. We are happy to overpay depending on your professional experience and qualifications.

Please send us your written or telephone application. Please send your written or telephone application to:

Tel. : 07248/62794-0

Email: jobs@gfoellner.at