

We are neither small and fine nor big and immobile. We are the right size for business with the pharmaceutical, feed, food and food supplement industries and we know where we want to go. A motivated crew and an experienced skipper keep us on course; first-class products provide plenty of tailwind and keep us going.

To strengthen our crew, we are looking for a full or part time (at least 25 h/week)

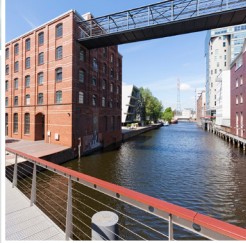
Bookkeeper (m/f/d)

1. Your tasks in brief

- General accounting
- Accounts receivable/accounts payable accounting
- Payment transactions
- Controlling
- VAT tax returns
- Foreign exchange and forward transactions in coordination with management
- Dunning
- Monthly, quarterly and annual financial statements in cooperation with the external tax consultant
- Coordination of inter-company accounts
- Asset accounting
- Travel expense accounting
- Statistics (internal/external) and reporting to management
- Cooperation in budget planning
- Participation in/management of internal development projects

2. Our expectations

- You have completed a commercial apprenticeship and have professional experience in accounting.
- You are characterised by a structured and punctual way of working and a high level of customer a high level of customer orientation, the ability to work in a team, flexibility and organisational skills
- You have a good command of written and spoken English
- You are experienced with ERP systems and the usual MS Office applications (especially Excel)
- You have a good knowledge of the legal requirements



- You show a high level of motivation and commitment as well as an independent and self-reliant way of working
- You have strong social competency and communication skills

3. What we offer you

- Flat hierarchies, fast decision-making processes
- Attractive salary package and above-average fringe benefits
- Opportunities for further training
- 30 days holiday for full-time employees
- Home office options within the framework of the respective current company regulations
- Modern workplace
- Free parking space
- Regular team events

Otto Brandes GmbH offers you a varied range of tasks in an internationally active company, with good professional and personal development prospects. You can expect interesting and challenging work in a team of experienced specialists. Of course, you will be trained and instructed accordingly by the crew. Your commitment will be compensated by a performance-related salary and modern social benefits.

Would you like to join us and set out on a new course? Then please send your application documents, stating your desired salary and earliest starting date, to: personal@otto-brandes.de.

