

SCHAUBLIN is an internationally successful and recognized manufacturer of high-quality clamping systems for toolmaking. The German branch distributes the entire range of clamping devices including Schaublin Machines high-precision CNC lathes and machining centers



In order to reinforce our German team, Schaublin GmbH is currently looking for a

Office Assistant (with accounting tasks)

Main responsibilities:

- Preparatory accounting and financial transactions
- Enhanced reporting (on daily, weekly, monthly base)
- Support at budget planning, RF and estimates
- Forecasting and monitoring cash flows
- Support for internal controlling jobs
- Manage customs and freight documents
- Administrative tasks in support of operation

Required Experience & Competences:

- Proven accounting experience (between 2 and 5 years)
- Good Knowledge of MS Office, in particular Excel
- Experience working on SAGE or INFOR is a plus
- Strong communication skills and good team player
- English and German fluently (spoken/written), other languages are welcome
- Office specialist with all-rounder qualities

If you are interested in this job advertisement and you think that your profile may be in line with our job description, please do not hesitate to send your CV to

SCHAUBLIN Human Resources dpt
Rue de la Blancherie 9
2800 DELEMONT
SWITZERLAND

or rh@schaublin.ch

