

Job Description

1) Company profile

German subsidiary of A global enterprise, Top-tier feed and food additives distributor
More than € 200 million of turnover in Europe, and €15 billion over the world

2) Position

Assistant (**Entry Level**) of a **Administration team**, mainly focusing on financial and accounting jobs

3) Salary

Negotiable

4) Position summary

The person in this position supports a company in its day-to-day accounting duties, focusing on administrative, clerical and data-entry duties. The person may perform other duties such as supporting other relative teams; filing, sorting, and faxing documents and correspondence; answering phone calls; reviewing documents and invoice for accuracy and completeness; tracking transaction record; and working on spreadsheets.

5) Job Duties

(1) Accounting Clerical staff

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Prepares expenditure, expense, and salary account entries by reviewing, checking, processing and booking expense receipts and invoices
- Filing receipts, invoice, and any material of accounting and administration
- Supporting tax documenting and tax refund
- Documents financial transactions by entering account information.
- Maintains accounting controls by preparing and recommending policies and procedures
- Communicate counterparties such as banks, audit firm, tax consulting firm and so on.

(2) HR Administration

- Filing personnel employment documents, contracts and other any necessary materials
- Prepare payroll documents and communicate with payroll service firm
- Coordinate and handle administration of mobile phone and other office devices

(3) General office administration

6) Job Requirements

English Resume

High School Diploma or above / Bachelor's degree and related field is preferable
Commercial education / Experience of 1~2 years is preferable

Language skills – German and English

Intermediate or advanced knowledge of Microsoft office programs – Excel and Word

Excellent organization and analytical skills

Communication skills

Able to meet due date and keep various time schedules

Able to work as a team member and support team goals