

Selectchemie AG, Zurich, Switzerland
Work place: Zurich, Switzerland or Belgrade, Serbia

Accounting Associate (100 %)

About Selectchemie AG

Selectchemie is an independent Swiss company serving the pharmaceutical and nutrition industry since 1969 as a premier supplier of high quality ingredients and generic finished dosage forms. As a full-service provider we create added value by offering comprehensive technical, scientific, regulatory and commercial support all along the value chain. Worldwide, our 120 experienced professionals with commercial and scientific background, based at the headquarters in Zurich, Switzerland and locations in 18 countries, provide customers, principals and suppliers with solutions tailored to their needs.

Join our Finance Team

You will be part of a **close-knit team of three** dedicated colleagues who work together to manage the company's financial operations. Our Finance Team is a key touchpoint for everyone in the company. This role offers the opportunity to engage with all colleagues across the organization and contribute to our success in a supportive, team-oriented environment.

Your tasks and responsibilities

- Accounts receivables
- Accounts payables and supplier management
- Daily bank transactions and reconciliation
- Handling of master data of suppliers and customers
- Employee travel expenses
- Knowledge of VAT
- Finance interface with different departments

Your profile

- You have commercial apprenticeship education (KV) or similar equivalent
- You have worked for at least 5 years in similar position
- You enjoy working in multicultural environment with international focus
- You are a team player and find it easy to exchange ideas with various stakeholders
- You are an Excel pro and if you worked with an ERP system, that's a plus
- You like challenges and are eager to improve existing processes
- You speak English and German

What's in for you?

- Entrepreneurial position in a dynamic globally active team
- Your input is key and you're part of creating our future success
- Close cooperation with colleagues across the entire hierarchy within Selectchemie
- Short decision processes
- Attractive compensation package and flexible hybrid working condition

We are pleased to receive your complete application via:
jobs@selectchemie.com