

Accounting / Administration Specialist 40-60%

Embotech is a software company developing cutting edge motion planning technology for autonomous vehicles. We are determined to accelerate the transition towards safe autonomous space transportation by leveraging the core real-time optimization technology that we have been developing since 2012.

Our team is comprised of highly skilled employees with a passion for excellence and efficiency. We are looking for highly motivated people to help us solve one of the most complex challenges of tomorrow and take our company to the next level.

As the person in charge of administration and supporting accounting you will be responsible for making the embotech machine work: this includes accounting, finance support, HR support as well as administration tasks including procurement. In this position you will be reporting to the CFO of embotech.

Responsibilities

Accounting / Finance support:

- act as the main contact for external accountants, generate invoices, feed ERP system, manage accounts payable process, submit payments via e-banking, check and pay co-worker expenses
- support in monthly closing and reporting activities

Admin:

- You are the first contact within embotech: Reception (phone / mail)
- Travel support
- Procurement support
- HR support
- You take care of our office and organize supplies

Requirements

Must have:

- Experience in accounting
- Trustworthy and responsible personality
- Good organization skills and flexible
- Fluent in German and English (written and spoken)
- Very good knowledge of Microsoft office package (Word, Excel, PowerPoint and Outlook)
- You have a flair for numbers and are proficient in modern IT tools

Preferred requirements:

- Experience with one or more ERP systems such as Abacus, Bexio, SAP or other
- You enjoy working in a dynamic team in an international environment.

We offer an exciting job in a fast-growing company with the opportunity to develop in the job and take on more responsibilities. with attractive conditions including flexible working hours, a contemporary home-office policy, an office at the pulse of Zurich and a highly motivated team.

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