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**Job title:** Assistant Accounting (m/f) - Bookkeeping  
**Date:** 9/10/2020

**Job description:** As an assistant in the Accounting Department you are responsible for processing incoming invoices, handling daily payments and the related bank bookings. You are in contact with our international suppliers both by telephone and email to clarify and check payment dates. It is also a part of your job to maintain and update the master data.

**Your strengths and qualifications:** YOUR STRENGTHS• You are an open-minded and communicative person. • You work accurately and reliably. • You are flexible and you like to work self-directed and independently.  
YOUR QUALIFICATIONS• You are fluent in English and German. • You are skilled in computer literacy. • You have a very good accounting understanding, ideally you have a completed school diploma or university degree with a background in economics or business. • Ideally you have already gained work experience in the field of accounting/book keeping. We offer an attractive salary, extended practice-oriented training in an international field that lasts several months, and an informal, multinational atmosphere to work in.

**Our offer:** OUR OFFER  
We offer an attractive salary, extended practice-oriented training in an international field that lasts several months, and an informal, multinational atmosphere to work in.  
All this sounds like an exciting challenge for you? Then send us your CV [online](#) or via email to: [jobs@transped.at](mailto:jobs@transped.at)  
We are looking forward to receiving your application!

**Contact person:** HR Transped Europe GmbHGewerbepark 16300 WörglTel +43 5332 210-321mail [jobs@transped.at](mailto:jobs@transped.at)

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