



TAKRAF Group, through its established and well-known brands, TAKRAF and DELKOR, provides innovative technological solutions to the mining and associated industries. With about 1,000 employees across Europe, Africa, Asia, the Americas and Australia, we offer exciting and challenging global career opportunities.

Bookkeeping & accounting (creditors) (m/f/d)

Permanent, full-time position (37 h) – to start as soon as possible in Leipzig, Germany.

Your tasks:

- Independent entry, accounting and processing of incoming invoices including coordination and clarification with related departments
- Optimization of payment targets through the leveraging of supplier cash discounts
- Maintenance of creditor master data from a bookkeeping perspective
- Processing of supplier correspondence and reminders
- Assisting in the preparation and review of annual financial statements
- Quarterly reconciliation and consolidation of receivables and liabilities with affiliated companies

We offer you:

- Full time 37-hour week
- Flexible working hours and mobile work
- 30 days of holiday
- Pay in accordance with the collectively agreed pay scale, holiday pay and Christmas bonuses
- Permanent employment contract
- Individual professional development opportunities
- Annual feedback discussions
- Company pension plan and health care
- On premise cafeteria
- On premise car park or bicycle room

Your profile:

- Completed professional training
- 2-5 years of professional experience in bookkeeping and accounting
- Basic knowledge of German tax laws
- Extensive knowledge of SAP
- Basic knowledge of MS Office products, Excel, Word and Outlook
- Integrity and discretion
- Attention to detail, precision and a high level of self-discipline
- Communication skills, ability to work as part of a team and across cultures
- Good English skills

Working within the accounting department, you can expect varied tasks within a technical and international environment. You will be supported by a dynamic and highly motivated team.

Become a part of it!

Learn more about our global Group, our innovative products and technologies, the relevance of our solutions for a decarbonized world and more about your career with us at www.takraf.com.

Now it's your turn!!

If this opportunity interests you, send us your CV and covering letter to jobs@takraf.com, to the attention of **Ms. Antje Bock**.