

With its established and well-known brands TAKRAF and DELKOR, the TAKRAF Group develops innovative technological solutions for the mining, bulk material handling and processing technology industries. With around 1,000 employees in Europe, Africa, Asia, America and Australia, TAKRAF offers challenging and exciting career opportunities across the whole world.

## Bookkeeping & accounting employee (creditors)

Permanent, full-time position (37 h) – for immediate start in Leipzig.

### Your tasks:

- Entry, accounting and processing of incoming invoices including coordination and clarifications with related departments.
- Optimisation of payment targets through clever use 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

### 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
- Cafeteria with fair prices on site
- Free parking space

### Your profile:

- Completed professional training in business
- 2-5 years of professional experiences in accounting in a similar field of activity
- Good knowledge of German tax law
- Extensive knowledge of SAP
- Good 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

As a bookkeeping & accounting employee, you can expect varied tasks in a technical, international environment. You will be supported by a dynamic, highly motivated team.

### Become part of it!

Learn more about our exciting [company history](#), our innovative [products and technologies](#) and more about your [career at TAKRAF](#) at [www.takraf.com](http://www.takraf.com).

### Now it's your turn!

Send us your application by email to [jobs@takraf.com](mailto:jobs@takraf.com).  
 Your contact person is Ms **Isabel Miller**.