



SELFRAG AG is a dynamic and ambitious company proposing a unique solution enabling the maximum recovery of valuable waste materials.

SELFRAG AG develops, sells, supplies, and installs worldwide high-quality plants integrating multiple innovative technologies. Our proprietary process responds to a growing need for more efficient technologies in the Greentech sector.

To support our Administrative Team, we are looking for an

Junior accountant 30% - 40% (m/w)

For:

Unlimited duration

To:

Accomplish and provide support in different tasks in the administration department.

Your main assignments will be:

- Accounts payable: booking of invoices, request approvals, filing of invoices,
- Purchasing process: initiate purchase orders,
- Bookkeeping of one smaller company,
- Office organization: answering telephone, purchase of office material and others.

Your profile:

- Holder of a federal or commercial higher education
- Desire to pursue studies or acquire experience in the administration area
- High flexibility in terms of changes in duties from time to time
- Trustworthy, independent and goal-oriented way of working
- Young and dynamic with appreciation of challenging tasks
- Mother tongue French or German, good knowledge of English

Interested in working with a dynamic high tech company? Please send your CV and others documents by e-mail to hr@selfrag.com or to

SELFRAG AG
Human Resources
Biberenzelgli 18
CH-3210 Kerzers

Want to know more about us?
www.selfrag.com