Nextys SA, a group company of TDK Corporation, is a leading global power supply company providing highly reliable power supplies for industrial equipment worldwide. Due to constant growth, we are looking for full-time support and reinforcement.

As a replacement on maternity leave and with the possibility of extension we are looking for a full-time support

Accounting and Administrative Specialist (m/f/d)

who will be able to interact with the finance department of the mother company in Germany and to handle a variety of administrative functions related to different areas.

In your new role you will be asked for the following:

- prepare the monthly profit and loss and balance sheet reports
- manage AR and AP
- prepare and process reporting
- manage fixed assets and reconcile inventory
- collect and analyze data which is then used in the preparation of weekly and monthly reports
- assist with the preparation of year-end and statutory financial statements
- take over general tasks for administrative area, also related to purchase department

Your profile

- you are a certified bookkeeper or accountant and you have a minimum of 2 years proven professional finance experience in a similar position
- accounting booking entry skill is mandatory
- very good knowledge of commonly used computer programs, such as Microsoft Office and experience with an ERP system
- good language skills (spoken and written) in both English and Italian. German would be a plus
- an independent and quick learner, looking to work in a team
- good organizational skills, including efficiency and punctuality and demonstrable multitasking and execution skills
- high demand for confidentiality

Our offer

With your commitment, you will be a valuable asset to the TDK-Lambda Group, one of the world's largest manufacturers of industrial power supplies and part of the Japanese TDK Group with approximately 110,000 employees. You can expect a modern working environment, a very friendly and helpful working atmosphere, free soft drinks and coffee/tea, flextime, further training as part of personnel development.

Job Location: Quartino, Switzerland

We look forward to receiving your detailed application in English or Italian, preferably by e-mail at the following address **hr@nextys.com**.

Earliest possible starting date is 01.05.2022.

Nextys SA · Via Luserte Sud 6 · 6572 Quartino · www.emea.lambda.tdk.com/nextys