

SYNBONE AG is a medium-sized, well-established high-tech company active in more than 80 countries, providing products for the medical and surgical education. The headquarters are in Switzerland, Graubünden-Zizers. The subsidiary, responsible for production, engineering and logistics, is in Malaysia-Johor Bahru.

As our company continues to expand, we are looking for a dynamic, committed personality which would like to work in a young, dynamic and innovative team with international environment. SYNBONE is looking for our location in Zizers a detail-oriented and dedicated

Accounting and Administrative Assistant (60-80%)

Accounting (Main task)

- Manage and monitor accounts payable, guaranteeing timely processing and accurate records.
- Book bank transactions meticulously to maintain a comprehensive financial overview.
- Intercompany bookings and reconciliations, ensuring seamless coordination between entities.
- Process domestic and international payments efficiently and in compliance with regulations.
- Engage in various general accounting activities, ensuring accuracy and adherence to standards.
- Act as the interface with the Finance & Accounting Department at SYNBONE Malaysia, fostering effective collaboration.

General Administration, Logistics and Warehouse

- General Office Organization and Support: Provide administrative support and assist in maintaining an organized office environment for efficient workflows.
- Operational Supplies Procurement: Responsible for procuring operational supplies and materials.
- Logistics and Goods Shipping: Ensure smooth logistics operations and timely shipping of goods according to organizational requirements.
- Warehouse Management and Item Posting: Efficiently manage the warehouse inventory and accurately record item postings for effective inventory control.

Job Requirements

- Finance and Accounting Federal Diploma or qualification in accounting or proven practical experience.
- 3+ years of professional experience in accounting and administration.
- Proficiency in using ERP software and familiarity with logistics operations. Navision/BC is an advantage.
- Strong organizational skills and attention to detail to handle inventory and administrative tasks effectively.
- Proficiency in using MS Office, Word, Excel, PPT.
- Very good knowledge of German and English language, both spoken and written.
- Ability to multitask and adapt to changing priorities in a dynamic work environment.
- Excellent communication skills and a collaborative approach to work efficiently within a team.
- Independent and team-oriented way of working.

Application

Apply now with your resume and cover letter highlighting your relevant experience.

Please email to our CFO and Head of Human Resources: christof.steinhauser@synbone.com