



## **Commercial Associate (male/female)**

Finance and accounting



### **Your tasks:**

- Accounts payable, accounts receivable and balance sheet accounting
- Verification of invoices, monitoring of payments, preparation of payment reminders
- Calculation of capital requirements and preparation of finance plans
- Calculation of cost control using comparisons of setpoint and actual values
- Customer support and liaison with subcontractors

### **Your profile:**

#### *Hard facts:*

- Fully qualified commercial associate
- Proficient in MS Office applications
- Interest in technical matters

#### *Soft facts:*

- Committed
- Responsible
- Reliable
- Flexible
- Excellent social skills - superb communication skills, a team player, outgoing

Does this sound like you? If so, please send your written application, including your salary requirement and your earliest starting date to the address shown below. Should you have any queries, please call 02755-89105 for further information.

OTTO GmbH & Co. KG  
- Personnel Department -  
Edertalstrasse 22  
57319 Bad Berleburg