



Commercial Associate (male/female)



Project settlement/ financial reporting

Your tasks:

- Preparation of invoices
- Processing of complaints
- Prepare and obtain accounting documentation
- Monitor installment payment schedules
- Financial reporting in complex contracts
- Project controlling
- Assist in the preparation of the annual report

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
Germany