



SCHNEIDER IT MANAGEMENT is an independent company headquartered in Luxembourg. We specialize in consulting and sales of software licenses and online services for international companies from all sectors.

We are looking for new members to expand our team in Grevenmacher (Luxembourg) at the earliest possible date:

Accounting & Administration Manager

Your tasks

- Paperless processing of invoices, bank vouchers, incoming payments, incoming mail
- Applications for subsidies, lists, general office and personnel management
- Correspondence with external accounting, suppliers, service providers, administrations and authorities

Your profile

- You share our high-quality standards, combined with precise working methods
- You enjoy communicating clearly and precisely and sharing your knowledge
- You have a remarkably high willingness to learn and fast comprehension skills
- You want to work independently in an international team of experts
- You have a commercial education or comparable professional experience
- You are fluent in French, English and German, Luxembourgish is an advantage
- You have experience with Microsoft Outlook and Excel
- You have a car driver's license and are mobile

We offer

- A challenging, versatile, and varied field of activity
- A pleasant office environment with modern technology and paperless, digital processes
- Many opportunities for further training in software licensing, online services and languages
- A permanent full-time position, flexible working hours and an included gym membership

Please send your application with cover letter, tabular curriculum vitae with photo, precise details of languages, copies of certificates, your gross annual salary expectation and the possible starting date only as a single PDF per e-mail to career@schneider.im

If you have any questions, please contact Mrs. Closener at +352 27208002.

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