

Hisense

Recruitment

Accounts Payable Clerk (m/f/d) Accounts Receivable Clerk (m/f/d)

Accounts Receivable Clerk Job Duties:

- Customer receivables management: cash collection, overdue monitoring & early warning etc.
- Customer credit management: maintain/ applying/ checking credit limit for customers
- Factoring
- Customer bonuses cleaning/ Skonto
- Supporting senior accountant and CFO

Accounts Payable Clerk Job Duties:

- Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
- Check bank booking.
- book incoming documents and clear accounts of vendors.
- assist with month end closing

Your profile:

- At least Bachelor's degree in accounting, finance, or related field
- Previous accounts experience preferred
- Good computer skills including SAP and Microsoft Excel
- Strong communication skills
- Strong ability to handle pressure
- Ability to multi-task, strong attention to detail.
- Very good knowledge of German, English and Chinese

We offer

- 38.50 working hours per week
- modern workplace in the heart of Munich
- attractive and performance-related salary
- international working environment

Entry date: ASAP

Location: Munich

Application: please send your application and complete application documents to the Email: liuyuan@hisense.com