

We, EL AL Switzerland, are looking for a new member for our team:

Titel : Accountant and Administration agent (F/M)
Place : EL AL town office – Zurich
Contract : 70 % -80 %

Descriptive:

- Complete responsibility for the accounts and administration under the responsibility of general manager and controller.
- Finance closing - monthly, quarterly and yearly.
- Projects's Implementation.
- Reporting and Statistics of accounts and administration's subjects.
- Personal / human resource – dealing with personal contract, grade, salaries, social security, pension, contact to the Switzerland authorities.
- Controlling of budget, expenses and salaries.

Successful applicants must have the following qualification:

- Degree in accounts.
- Minimum 3 years' experience related to Accountant.
- H/R experience is advantage.
- Knowledge in payments to suppliers, receipts, reconciliations and salary payment.
- High proficiency in excel.
- Knowledge in SAP and Microsoft office software is advantage.
- Knowledge in preparing budget and following budget.
- Analytical analysis, coordination, planning and organizing skills.
- Fluency in written and spoken English and German.
- A good team player with polished communication and interpersonal skills.
- Exposure in airlines industry is advantage.

If you (F/M) are interested to join us, please send your C.V. to:
EL AL Israel Airlines, Mrs. Silke St-Pierre, Admin. Human Resources Switzerland,
s.st-pierre@elal.co.il