

**Sofies-Emac AG is a consulting firm offering sustainability services to corporate, public and international organisations.** The company has registered offices in Geneva (CH), Zürich (CH), Weybridge (UK) and Bangalore (IN). Using an integrative approach based on industrial ecology and circular economy, Sofies successfully develops innovative and tailored solutions to help our clients balance competing economic, social and environmental goals.

To strengthen our team at our Zurich office we are looking - from September 2020 or upon agreement - for a

## Finance & Administration Assistant (20-30%)

### Your tasks

- Provide efficient support in Finance, Administrative and HR processes.  
This includes among other tasks:
  - Manage invoices, payments and payroll with our bookkeeper
  - Ensure a smooth functioning of the office management and provide support to the Managing Director and the Project Managers
  - Support effective office administration/logistics
  - Support staff recruitment and manage employees monitoring
- Develop and align Finance, Administrative and HR processes with other Sofies branches.

### Your competences

- At least 3 years of experience in the above-mentioned work areas and tasks;
- Certificate of competence of a commercial education (EFZ)
- Experience using accounting software (Abacus)
- Highly organized and process driven
- High levels of integrity and trustworthiness, able to handle confidential information
- Curiosity and problem-solving abilities;
- Joy, confidence and interest in working with people;
- Excellent communication skills in German and English (written and oral) and possibly good skills in French.

### We offer

- A dynamic and fast evolving company;
- A respectful and flexible working environment;
- A young and dynamic working environment;

Are you interested? Please send your application documentation and curriculum latest until **30. June 2020** to Anne-Laure Baud, [jobs\\_zurich@sofiesgroup.com](mailto:jobs_zurich@sofiesgroup.com). For further information please visit our homepage or contact us by phone +41 44 380 31 42