

ASSISTANCE ACCOUNTING

Company: GHS
Contract type: Part-time 20-30 h/week, as per agreement
Job Location: Airing (DE)
Job published date: 2019-03-18
Job expiry date: 2019-05-18

Job Description

Global Helicopter Service GmbH is an international aviation company providing specialized helicopter services with current focus on Africa and Middle East for humanitarian aid and Governmental organizations.

To support our team in our headquarter we recruit:

Assistance Accounting

Part-time 20-30 h/week; as per agreement

Yours tasks:

Assistance to our Head of Accounting

- Accounting of continuous business activities
- Preparation asset accounting
- Preparation payroll accounting
- Recording personnel files and time accounts
- Administration of employment contracts
- Handling travel expenses

Your profile:

- Completed commercial education
- Ideally first work experience, in premium calculation as well
- Experienced usage of MS Office and accounting software
- Diligence in work process
- Confidential handling of employee data
- Perfect English skills

We offer you a very interesting, international oriented environment with cooperating working atmosphere and flexible time organization.

If you are interested please contact Mr Lehr o.lehr@g-h-service.com.