



Are you looking for new challenges with heart and mind?

We need your support as



## Accounting & Office Associate (Full-/parttime)

"Free of Chick Culling" is the promise of Respeggt GmbH, based in Cologne, Germany and De Klomp, the Netherlands.

We help the egg sector to put an end to chick culling with our solution of in-ovo sexing. We set the framework for the "Free of Chick Culling" guarantee and certify the "Free of Chick Culling" Respeggt label.

We are an international, highly motivated team with a wide range of expertise in the fields of agriculture, business management and commercialisation, working with a wealth of experience in the poultry industry and strong partners to put an end to the culling of male chicks.

### Your role with us:

- ✓ Invoice Management through DATEV
- ✓ Preparation of outgoing invoices
- ✓ Digital file management/filing
- ✓ Optimization and further development of accounting processes
- ✓ Main contact person for our service providers
- ✓ Material procurement and facility management
- ✓ In charge of the central telephone and mail processing

### What we are looking for:

- ✓ Successfully completed training in the administrative sector or a comparable qualification
- ✓ Several years of experience in office organization
- ✓ Structured way of working and organizational talent
- ✓ Good knowledge of MS Office programs, especially Excel and Word
- ✓ High affinity for controlling and work experience in this area
- ✓ Very good written and spoken English skills
- ✓ Strong communication skills & ability to work in a team

### What we offer:

- ✓ Meaningful activity
- ✓ Attractive salary
- ✓ Flexible working hours
- ✓ Collegial and international working atmosphere
- ✓ Responsibility in your area

Please send us your complete application documents with details of your salary expectations and availability to Maribe Lehmkuhler at [job@respeggt.com](mailto:job@respeggt.com).

We look forward to hearing from you!