



Citizen Systems Europe GmbH, a fully owned subsidiary of Citizen Systems Japan Co., Ltd., is a leading manufacturer of label, barcode and POS printers as well as healthcare. Its European sales office is based in Stuttgart where 12 of its 30 employees are located.

We are offering a job position as:

Accounts and Management Assistant (m/f/d) for office management and support of the company's senior management

Your tasks:

- Personnel management including support of Japanese expatriates
- Support of the senior management during compliance projects (for example contracting, GDPR, tax and waste disposal legislation, occupational health and security)
- Support of the CFO (who is based in the UK) during tax and business audits
- Credit accounts, posting of prepayments and accruals
- Monthly analysis of: turnover, margins and overhead costs
- Car fleet management
- Organisation of Business Meetings and Sales Meetings
- Manage & Translate of local German law into internal guidelines and forms into English

Your profile:

- Successfully completed vocational training and several years of work experience in office management and accounting, preferably in an international company
- Knowledge of German tax and contract law
- Very good knowledge of English (company language) and German
- High level of self-organisation and motivation as well as an independent and responsible working attitude
- A keen perception, high reliability and excellent verbal skills
- A communicative team player with a positive mindset
- Highly competent MS Office skills, especially Excel

We offer:

- Good office connection by public transport
- Other appropriate perks like free use of coffee machines, subsidised gym club membership, etc. etc.
- Familiar and multinational culture atmosphere (we are 17 nationalities and more than 10 international languages in a team!)
- Regular team events (e.g. participating in the Stuttgart Company Run and Sales Meetings in European cities)



Interested?

Please send your application including your salary expectations to
Mr. Kenichi Tachino: Citizen.HR@Citizen-europe.com