

# Accountant & Administration Assistant (m/f) – Saudi Arabia / 100%

## About IQAir

**IQAir AG is a worldwide leader in measuring and improving air quality. We help people lead longer, healthier lives by protecting them from air pollution and allergens at home, at work and on the go. At our Swiss Technology Center we develop and produce IoT air measurement devices and air purification systems for private, public and clinical applications. Our customers are governmental agencies, schools, medical facilities, Fortune 500 companies, embassies and health conscious individuals in over 100 countries. Our mobile air quality -app AirVisual and air quality data platform is used by over 50 million people around the globe.**

Join our global team of technical sales, support and marketing experts to help bring clean air to Saudi Arabia.

## Your Tasks

- Responsible for operational daily accounting issues
- Financial month-end-closing
- Administration and lead in financial processes such as budgeting, forecasting or VAT, tax declarations
- Sales and financial reporting to Swiss Headquarters
- Administration of sales process in coordination with cross-functional teams (e.g. sales support based in Dubai)
- Possibility of becoming financial responsible for other entities in Middle East region

## Our Requirements

- Minimum 3 years' experience in operational accounting of an international company

- Experience with accounting software Microsoft Dynamics Business Central
- Strong numerical aptitude and analytical and precise working style
- Based in Riad
- **Homeoffice available**
- Good English skills, both written and spoken
- Self-motivated, hands-on mentality with a results-driven approach
- **Only candidates with Saudi citizenship can be considered**

## Our Offer

- Represent best-in-class air quality monitoring and air purification systems for residential, commercial and healthcare settings
- Competitive salary
- Training from and direct access to product experts from Swiss headquarters

## Place of Work

0 Riyadh, Saudi Arabia

Jetzt Bewerben