

Accountant & Administration Specialist (m/f) – UAE / 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 the UAE and beyond.

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
- Experienced in using CRM tools
- Strong numerical aptitude and analytical and precise working style
- Good English skills, both written and spoken; Arabic preferred
- Self-motivated, hands-on mentality with a results-driven approach
- Homeoffice space available
- Only candidates currently residing in the UAE will 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 experts from Swiss headquarters

Place of Work

0 Dubai, United Arab Emirates

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