

The enernovum Group has been successfully active in the field of renewable energies for more than 12 years. In addition to operating our own solar parks, the company's activities focus on the development and construction of large-scale photovoltaic projects in Europe, where we have established a leading market position.

Project development is coordinated from our attractive offices at the headquarters in Cologne in close cooperation with our colleagues in the respective countries on site.

To strengthen our young and committed team we are looking for a

Office Manager & Accountant (m/f/d) in full-time (40 hours / week) in our office at the location in Cologne.

Job 2310

Your tasks

- Carrying out the bookkeeping (sole bookkeeping) for our German companies
- Entering incoming invoices and preparing payment transactions
- Supporting the commercial management
- Carrying out purchase orders
- Team support and secretarial tasks
- Supervision of travel bookings and travel expense reports
- Keeping overviews and keeping track of appointments

Your profile

- A friendly, open personality
- A team-oriented, reliable way of working
- Enjoyment of a friendly and dynamic working environment
- Successfully completed commercial training (e.g. as an office administrator (m/f/d), office management assistant (m/f/d), or comparable)
- Professional experience in accounting
- Professional experience in office organisation and organisational skills
- Good knowledge of MS Office applications, especially Word, Excel and PowerPoint
- Confident handling of the English language

Our offer

- A permanent employment contract
- The opportunity to contribute your own ideas
- A varied job in a future-proof industry
- A modern corporate culture and a friendly team
- Attractive office space directly in the centre of Cologne
- Good transport links and very good rail connections
- A real contribution to limiting climate change

Have we aroused your interest? Then we look forward to receiving your application!

Please send us your application documents, stating the keyword "Job advertisement 2310", your salary expectations and the earliest possible starting date by e-mail to:

jobs@enernovum.com

enernovum GmbH & Co. KG

Hohenzollernring 16-18

50672 Cologne

www.enernovum.com