

JOB PROFILE / Job location

## ACCOUNTANT / BOOK KEEPER / Enugu

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Leeway Investments GmbH, an Austrian Investment Fond - in cooperation with Gragger & Cie GmbH.

Gragger & Cie GmbH, international company in the food industry is offering a wide range of jobs. Basic requirements for all professions: reliability, disciplined behaviour, accurate and careful work, independent work, enthusiasm, sense of responsibility, teamwork and willingness to learn. In addition, reading, writing and numerical are important.

### JOB DESCRIPTION

Gragger would not be Gragger without the team behind it. We would not be able to implement all of our projects if it were not for our employees in the bakery, in sales, our distributors, our office staff and many, many more. Many thanks to all who travel with us on our journey or have traveled with us! Now we are opening in Nigeria a new food production chain and we are looking for you to join us as an accountant / book keeper. You will be trained in Austria by RSB Steuerberatung, a well-known Austrian Accounting company and then finish your training when you arrive in Nigeria with us on the job.

During your training in Austria, you will already be involved with Gragger's company structure. The bookkeeper manages all financial transactions and oversees accounts to ensure their accuracy.

### CONDITION

**Physical requirements: which physical characteristics are important?**

- Good eye sight

### EXPERTISE

**What skills and knowledge are expected of me?**

- Proficiency in IT operations, Microsoft Office and Excel
- Commercial mind-set
- Organizational skills
- Analytical thinking – good with numbers!
- English language skills
- Typing and writing skills

### SOCIAL COMPETENCE

**What do I need when dealing with others?**

- Communication skills
- Customer Orientation
- Positive Attitude and ability to work under high pressure

### SELF-COMPETENCE

**What personal qualities should I bring?**

- Attention to detail
- Friendly and open attitude
- flexibility