

Where is your career path leading?

Softproviding is the leading global provider of SAP consulting and industry solutions for the food industry. These include the standard software products SAP Meat and Fish Management by msg and SAP Dairy Management by msg – end-to-end industry solutions that provide optimum support for the specific planning, controlling and accounting processes of the food industry. Join us in tapping into this fast-growing international market and participate in the success of these promising solutions.

Softproviding is a subsidiary of msg, an independent group of companies with a workforce of more than 10,000 around the globe. msg offers a comprehensive range of services consisting of inspired strategic consulting and intelligent, sustainable and value-creating IT solutions for a multitude of industries.

Finance and HR Assistant 50%-80% (d/f/m)

What are your responsibilities?

- Project management in ZTIME/SAP, incl. task management
- External and intercompany billing incl. accounts receivable accounting
- Intercompany (ICA) and freelancer contract management
- Support in personnel recruitment and development
- Administrative onboarding and offboarding of employees
- Administration of foreign social insurance
- Support of various personnel administration (*timetac* time tracking, employee appraisal interviews, employee surveys, etc.)
- Support in processing internal and external inquiries
- Supporting project and personnel controlling
- Supporting and organizing events

What are your skills?

- Commercial training
- Adequate work experience
- Knowledge of financial accounting (and management accounting/controlling)
- German: first language or at least C1/C2
- English: at least B2/C1
- Very good knowledge of Excel, Word, Outlook and PowerPoint
- Committed, team player, loyal, and trustworthy
- SAP FI knowledge an advantage (but not a requirement)

What we have to offer?

- Commencement by agreement
- Comprehensive induction training
- Working in a motivated, international team
- Familiar working environment
- Creative freedom
- Flexible working hours
- Fringe benefits (mobile phone contract, half-fare card, and more)
- Choice of 26 or 31 vacation days
- Modern workplaces close to the train station (Basel SBB)
- Home office by mutual agreement
- Further training opportunities

Here we go!

Commencement by agreement. Thank you for your complete application documents – letter of motivation, CV, references, photo, desired salary – to [jobs@softproviding.com](mailto:>jobs@softproviding.com).

Florian Amstutz,
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