

Foreign Trade and Financial Accounting Professional (Reference JP1501)

COMPANY DESCRIPTION

Micos Engineering GmbH is a privately owned advanced engineering company that focuses on optical instrumentation for the European space market. We deliver (pre-) design, engineering, AIT, and services for optical measurement systems. We also offer development of highly reliable products for industrial applications in synergy with our technology/product know-how for scientific and commercial spaceborne missions. Our activities include instrumentation, ground support, data processing and analysis based on our technology expertise in optical spectrometers, sensors and encoders.

Micos is currently active in ESA projects for selected and candidate space missions, and is active in technology development projects.

Micos facilities are embedded in the premises of the Swiss Federal Laboratories for Materials Science and Technology (www.empa.ch) which notably augments the quality and range of our services to customers and partners.

Micos is equipped with an EPA optical lab with equipment for operations in the MWIR and LWIR range, operates ISO5-7 cleanrooms and is an ISO 9001 certified organization.

JOB DESCRIPTION

Looking forward to expand our multidisciplinary team and in view of specific upcoming projects, we are looking for a Foreign Trade and Financial Accounting Professional.

Ideally, he/she should have expertise in foreign trade and financial accounting for space devoted applications – mainly in the context of international procurement activities.

PROFILE AND ASSETS

Following indicators regarding job profile and assets are interested by Micos:

- Expertise in foreign trade (mostly Europe) regarding dispatch, transportation and warehousing
 - Swiss customs and VAT, as an asset knowledge on further tariff and non-tariff barriers such as international VAT and double taxation agreements
 - General jurisprudence, but also regarding procurement activities (contract law & compliance, Incoterms®)
- Skills in financial accounting using SAP Business One® concerning
 - Accounts receivable
 - Accounts payable along the purchasing process including related payment transactions and statement of expenses
 - Open items management and
 - Generation of VAT statements
- Support of monthly, quarterly and yearly statements elaborated jointly with Micos Controlling located at the office in Wauwil, Canton Lucerne (requires on a bi-weekly basis visits for regular one-day sessions).
- Proficiency in spoken and written English. Knowledge of a Swiss national language would be an additional asset.
- Professional expertise in space industrial business for European Space Agency (ESA) would be considered as an additional asset.

We are looking forward for candidates being very well able to integrate in teams and willingly to take on responsibility for successful working and good social cooperation. One of your competences should be characterised by autonomous working driven by your analytical thinking skills and target-oriented, constructive behaviour to get things done on time.

Micos as an industrial player active in the space domain offers for intrinsically motivated persons a dynamic, very exciting and challenging environment on a daily basis. Contractually labour conditions to work with Micos team are kept at favourable level. Part-time work at the level of 60% and more can be considered on a case by case basis.

The position is available as of now.

INTERESTED?

Please send your Curriculum Vitae with subject reference **JP1501** to the following email address: **micos4u@micos.ch**

