

+ BE YOURSELF – BECAUSE THAT’S HOW WE WANT YOU TO +

At Anexia, we take responsibility for all the **challenges of the digital world** – each and every day. That’s because we see ourselves as the **“Digital Transformation Engine”**. And how do we succeed in this mission? It’s simple. We are a family of facilitators with innovative ideas. We’re capable of, want to, and allowed to make things happen. That’s what makes us so unique! Do you want to be a part of our digital revolution and make history with us? **#joinourrevolution**

BACKOFFICE & FINANCE ASSISTANT (M/W/D)

Karlsruhe | full time, part time

You impress with your communicative personality and high service orientation. Do you love working independently and score with your accuracy and reliability? Then you've come to the right place!

#PROFILE



In this position, you will support our finance team and take on general back office activities for our office in Karlsruhe.

Your responsibilities will include daily tasks such as mail management and orders, as well as coordination with property management and other service providers and providing hospitality.

You will also record daily incoming and outgoing customer payments and be responsible for responding in writing to customer inquiries about invoices. You will work together with other departments and support the finance team as required.

#WANTED



- Successfully completed commercial training or a corresponding qualification as well as initial professional experience in a comparable position
- Very good knowledge of Microsoft Office
- Professional and service-oriented appearance and good communication skills
- Good organizational skills, independent working style and a high sense of responsibility
- Very good written and spoken German, knowledge of English is an advantage

#REWARD

Anexia grew up as a family, and with our growth strategy, we intend to keep it that way. We like to take responsibility, respect one another, and we know that we can achieve whatever we put our minds to. We look after Anexia, and Anexia looks after us. Enthusiasm, experience, and competence count, so you can expect a fair salary and numerous benefits.

salary range



min. 31.200€

Our benefits



We are more than just a workplace. Therefore, we offer our employees many benefits (which partly depend on your position and location): good transport connections and flexible working hours. Period. Not to mention further training, a mentoring program, free parking, a mobile phone and notebook, snacks and drinks, company cars, employee events, a fun corner, ...

#JOINOURREVOLUTION

APPLY NOW

#ABOUT

Anexia is offering high-quality and individual cloud- and managed hosting solutions as well as individual software and app development. Anexia is also running its own, independent data centers. Founded in 2006, Anexia is headquartered in Klagenfurt and has offices in Vienna, Graz, Karlsruhe, Nuremberg and New York City. The company serves numerous

international customers.



Over 350 employees at more than 5 office locations in Austria, Germany and the USA



We are ISO-certified and have had a "very good credit rating" for years



Customers such as Lufthansa, McDonalds, TeamViewer, and many more trust in our quality



You have questions?

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