

Finance Assistant – Zurich

Mitsubishi Chemical Advanced Materials is a leading global manufacturer of high-performance thermoplastic materials. With locations in 21 countries and more than 2700 employees our specialty engineering thermoplastics and composites are superior in performance to metals and other materials and are used in a wide range of applications, primarily in the capital goods industry. We are continuously developing new areas of applications in close cooperation with industry leaders in a broad variety of customer markets.



Finance Assistant required to join our team based in Zurich (8001). You will provide finance support to our central administration and services team, delivering various tasks to support the delivery of business requirements. This will include:

- CAPEX reporting support for 30+ users globally
- Reporting of financial and other business data across 30+ legal entities
- Treasury tasks and contract management
- Preparation of financial presentations
- Preparing, validating and processing records and accounting data

Skills: Previous experience as a Finance Assistant is required for the position. You will need to have relevant commercial education with a business, finance or economic focus (Bachelor's degree is advantageous), along with expertise in the use of the MS Office suite, particularly Excel. Any knowledge of HFM / Cognos Reporting Software would be advantageous.

Written and spoken fluency in both English and German is essential. This position will suit an individual who is service oriented with strong organisational skills and an analytical approach. You will be a team player with excellent attention to detail.

Why Mitsubishi Chemical Advanced Materials?

Working is a big part of your life. Sometimes you probably spend more time at work and with your colleagues, than with family and friends. So, it's important that you feel both satisfied and challenged by your daily tasks. Mitsubishi Chemical Advanced Materials is a global company with manufacturing sites and offices in almost every part of the world. We offer a wide range of different products in different markets. Our teams work in a cross-functional way, using all kinds of competencies.

For further information and to apply, please send your application to careers@mc-e.de