



Schubert Packaging Automation Inc. is the Canadian subsidiary of Gerhard Schubert GmbH in Germany. Schubert is a pioneer in development, manufacturing and marketing of robotic packaging machinery for a broad range of industries and applications.

We are currently seeking a highly motivated and goal oriented

Accounting and Office Manager

to join our small, creative and energetic Canadian team. You will be responsible for the accounting department including payroll and oversee as well as manage the office in the day-to-day operations. Close communications with, and reporting to our parent company in Germany will be essential. In this exciting and challenging position you will also support and assist management and be directly involved in the development and growth of the company.

Qualifications:

- A minimum of 4 year experience in a similar position
- Post-secondary education (accounting designation preferred)
- QuickBooks experience and asset
- Superior written and verbal communication skills
- Excellent command of English and German, both oral and written
- Proven analytical, planning and organizational skills
- Ability to multitask and prioritize workload
- Flexibility and creativity
- Able to delegate and motivate
- Ability to work well independently and as a part of a team

Please email résumé to: f.kipfer@schubert-canada.com