

Business Administrator for China (m/f)

In your position as Business Administrator (m/f) you are responsible for the Set-up of interfaces and support functions for central controlling department of an industrial production business.

Tasks

- Preparation and follow-up on business planning.
- Forecasting of financial results.
- Preparation of statistics and special purpose reports.
- Advisory services, coaching of local staff.
- Set-up of processes and interfaces to central controlling department.

Education

University degree in Business Administration (a Major in Finance is advantageous).

Knowledge/Languages

- Knowledge of business administration (US GAAP/IFRS)
- Knowledge of SAP
- PC-knowledge: Word, Excel, Power Point
- Languages: English and Chinese fluent, basic understanding of German

Experience

- Several years of professional experience required
- Working experience abroad required

Capabilities

- Initiative
- Change Orientation
- Assertiveness
- Results Orientation
- Team Skills
- Strategic Orientation