



FINANCE & OFFICE MANAGER FOR BLUM WESTERN BALKANS (M/F/X)

Founded in 1952, Blum is a family business based in Austria that produces lift systems, hinges, drawer runners and pocket systems for furniture. Blum fittings are supplied to over 120 markets all over the world. Our commitment to innovation and dedication to quality have earned us a global reputation which is supported by 34 subsidiaries and representative offices worldwide.

A new subsidiary, Blum Western Balkans, has been established in Belgrade. We are seeking a **Finance and Office manager** to help us build and strengthen our back-office administration and build partnerships with respective external service providers and colleagues in our headquarters.

YOU

- ... manage daily office administration, documentation, contracts and business correspondence
- ... establish the company's operational rhythm in accordance with the global company standards
- ... coordinate financial administration, including invoices, payments, expense tracking and cooperation with external accounting and payroll providers
- ... manage employee administration, including onboarding, employee records, payroll documentation and leave administration
- ... prepare reports, presentations and administrative support for management while ensuring compliance with internal policies and procedures

WE

- ... are looking for a person with five years' plus experience of finance in the operation field and is hands-on, enthusiastic and self-motivated
- ... are offering an exciting position in a newly established company with regional scope and will promote your personal and professional development
- ... value your ideas and contributions in an open and collaborative corporate culture where you are involved from the very beginning
- ... emphasise strong analytical, financial, problem-solving and time-management capabilities, complemented by a good command of English (written and verbal)

Julius Blum GmbH

Laszlo Nagy

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Legally binding note: The actual salary is above the metalworkers' collective agreement and is based on professional qualifications and experience as well as the Vorarlberg labor market.