

Sales Administrator / Accountant / Office Secretariat

We're seeking a confident and proactive **Sales Administrator/Accountant/Office Secretariat (m/f/d)** with a strong hands-on mentality to join our dynamic and dedicated team at LINK Mobility, Europe's leading provider of mobile messaging. As a vital part of our organization, you'll play a crucial role in the financial management of our Swiss business unit- **Link Messaging AG**, and your ability to present financial information with confidence will be invaluable.

At LINK Mobility, we pride ourselves on connecting businesses to customers through our cutting-edge communications products and services. Our platform drives engagement and satisfaction at every stage of the customer journey, from SMS and WhatsApp notifications to email updates and mobile coupons. We're at the forefront of the rapidly advancing communications platform as a service (CPaaS) industry, and this is an exciting time to be a part of our growth.

As the **Sales Administrator/Accountant/Office Secretariat**, you'll be responsible for overseeing and managing all aspects of Administrative & Office Management, Sales Support, Accounting & Finance Support our financial operations.

Your primary responsibilities will include:

Administrative & Office Management

- Provide comprehensive administrative support to management and internal teams.
- Manage and coordinate daily office operations, including communication, scheduling, travel planning, and event organization.
- Prepare and maintain business correspondence and documentation in both English and German
- Organize and maintain files, records, and manage office supplies.
- Support internal and external communication, ensuring a professional image of the company.
- Coordinate appointments, meetings, and manage calendars.

Sales Support

- Support sales team with administrative tasks such as preparing proposals, processing orders, and maintaining CRM systems (e.g., Salesforce).
- Ensure accurate invoicing and manage customer records.
- Collaborate with customer service and sales teams to ensure timely issue resolution and client satisfaction.
- Monitor customer payments and support collection activities.

Accounting & Finance Support

- Assist with financial accounting processes, including accounts payable/receivable, reconciliations, and payment processing.
- Monitor and manage cash collections from customers, ensuring timely and accurate application of payments.
- Actively follow up on outstanding receivables, including issuing reminders, escalations, and resolving payment disputes.
- Prepare bank reconciliations and cash flow reports.
- Support in preparing financial reports and analyses for internal and external stakeholders.
- Collaborate with external accounting services to ensure compliance with accounting standards.
- Assist with month-end, quarter-end, and year-end closing procedures.
- Maintain accurate financial records and support audits.
- Prepare and submit expense reports, coordinate with HR and payroll as needed.

To excel in this role, we're seeking candidates with the following qualifications:

- Bachelor's degree in Accounting, Finance, or a related field
- Proven work experience as an Accountant or in a similar financial management role for at least 3 years.
- Strong proficiency in MS Office experience and Advanced proficiency in Microsoft Excel, including Vlookups and pivot tables

- Hands-on experience with accounting software and financial management systems (e.g., BOSS) and CRM systems (e.g., Salesforce) is a plus.
- Strong analytical, communication, and computer skills
- Familiarity with general ledger functions and financial reporting
- Excellent written and verbal communication skills in **English and German**.
- Additional certifications such as CPA or CMA are highly desirable
- Solid understanding of mathematics, accounting, and financial processes

Our ideal candidate is a collaborative team player with a growth and problem-solving mindset, who should possess strong attention to detail and adaptability. If you thrive in a dynamic, team-oriented environment and are eager to contribute your unique perspective, we encourage you to apply.

Our office is located in Rorschach, but remote work is definitely possible with the preference for you to be on-site once a week.

What We Offer

- A dynamic, diverse, and international working environment.
- Opportunities for personal and professional growth and development.
- Competitive salary and benefits package.
- Flexible working hours and potential for hybrid or remote work arrangements.
- Collaborative and supportive team culture.

Join LINK Mobility and be a part of a leading organization that's shaping the future of mobile messaging and customer engagement. We offer a supportive and innovative work culture, competitive compensation, and opportunities for professional growth and development.

Every employee is an important member of LINK Mobility. We do not tolerate discrimination of any kind – whether active or passive – based on ethnicity, national origin, religion, disability, gender, sexual orientation, marital or parental status, union membership, political views, age, or any other characteristic that results in compromising the principle of equality. LINK regards diversity as a lever for innovation and profitability.