



Accounts Assistant (m/f/d)

Full or Part-time (at least 25 hours per week)

About us

Since our founding in 2000, we have established ourselves as one of the top European patent and intellectual property law firms. With over 100 staff and eight practices, we provide comprehensive advice and services in IP law to leading national and international clients.

Following df-mp's rapid growth story, an exciting opportunity has arisen in our Finance team.

I. Responsibilities:

- Generate statements and dunning letters in German and English
 - Build effective business relationships with internal and external customers
 - Keep accurate customer master data
 - Support preparatory accounting
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II. Qualifications:

- Accuracy and attention to detail
 - Excellent written and verbal communication skills in German and English
 - Proficiency in MS Office-Suite and readiness to learn new software
 - Flexibility and strong team working ability
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III. Benefits:

- Possibility of remote work
- Free public transport ticket
- Office in downtown Munich
- Flexible work hours within our flexitime scheme
- Ergonomic office furniture

- 30 days paid leave, additional extra days for special occasions
 - Individual training and development opportunities
 - 10% discount in selected shops
 - Free sodas and fruit
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IV. Sounds interesting?

We would be happy to receive your application stating this job description, stating whether you wish to work full or part time, your salary expectations and your earliest starting date at career@df-mp.com.
