



**To strengthen our team in Cologne, we are looking for a
(Junior) Finance & Administration Manager (m/f/d) – full time – to start as soon as possible**

We, Altamedics GmbH, are a medium-sized pharmaceutical company based in Cologne and part of the Italian Abiogen Pharma Group. To strengthen our team, we are looking for a **(Junior) Finance & Administration Manager** (f/m/d) full-time to start as soon as possible.

Your future field of activity will include:

- Analyzing company processes and development by establishing management control procedures in accordance with headquarters guidelines
- Reviewing and evaluating company performance and cost controlling
- Preparing regular reports on the economic and financial situation for headquarters and the Country/Business Manager
- Assisting in the preparation of the annual financial statements in cooperation with external consultants and headquarters
- Assisting in the development of budget, cost, and revenue forecasts in cooperation with headquarters and the Country/Business Manager
- Supporting the Country/Business Manager in the strategic planning of business activities
- Coordinating issues relating to supply chains, distribution logistics, and purchasing processes
- General administration and accounting in cooperation with external consultants
- Managing the cash office in cooperation with headquarters

What you bring:

- A successfully completed degree in economics
- Initial professional experience in this or a similar position is desirable
- Proficiency in MS Office programs
- Confident German and English language skills (level C1)
- Willingness to travel domestically and internationally
- Strong communication skills and ability to work in a team
- Reliability in working independently and organizing your own work



We offer:

- Work in a young and ambitious company
- An exciting and dynamic work environment with national and international partners
- Attractive remuneration
- Versatile and individual training opportunities
- Secure long-term prospects

Have we sparked your interest? Then we look forward to receiving your detailed application (including salary expectations) by email to Mr. André Neufert at an@altamedics.de