

KB Components is a company experiencing global growth with around SEK 800 million in sales. Our vision is to be the world leader in technologically advanced polymer products, and our three overall goals are growth, profitability and job satisfaction, which guide us in our active efforts to become one of the world's best plastics company! Our main customer segment comprises the automotive industry, the furniture industry and other industrial companies. Development, production and sales are managed at one of our plants in Örkelljunga or Anderstorp in Sweden, Kaunas in Lithuania, Puebla in Mexico, Zilina in Slovakia or Wuxi in China.

Accounting and payroll administrator for KB Components in Örkelljunga

Would you like to work in accounting and payroll administration at a growing company investing strongly in job satisfaction and staff development? Then this could be just the right job for you!

This position is based at the newly renovated KB Components headquarters in Örkelljunga. As part of a team of seven friendly colleagues, your primary responsibilities will be payroll for our 230 employees in Örkelljunga and the accounts payable ledger.

The position As an accounting and payroll administrator at KB Components, your main tasks will be:

- Payroll administration for both salaried employees and employees under a collective agreement.
- Payroll accounting
- Administration of certain HR matters, such as registering and creating documentation with the Swedish Social Insurance Administration (Försäkringskassan), and issuing service records
- Accounts payable ledger
- Some regular accounting tasks
- Invoice scanning in Conrab Opto
- Account reconciliations
- Assistance with month-end closing processes

Background We prefer that you have a university degree or other relevant education supplemented by a few years of professional experience in a similar position. Or, you may have many years of experience in a similar position. You have good IT skills, especially in Excel. Experience with Movex and payroll tasks in Hogia is a plus. Given that we operate internationally, we assume that you are fluent in written and spoken Swedish and English.

To fit this position, you should be a thorough, structured, flexible and service-minded person. You should have a naturally positive and social attitude, because the position involves extensive contact with employees, customers, suppliers and other company stakeholders. In addition, you are modest and thrive in a varied role with many exciting tasks.

Application We look forward to receiving your application at jobb@kbcomponents.com We conduct screening and interviews on an ongoing basis, so please send us your application as soon as possible, but no later than 6 June 2018. For more questions about the position, please contact Elisabeth Carlheim-Gyllenskiöld, HR Manager at +46 435-561 24