



ALEX – Lake Zurich

Accounts & Purchasing Assistant at ALEX, Zurich

Campbell Gray Hotels is currently developing a very special boutique hotel on the banks of Lake Zurich in Switzerland. "ALEX", a 44-bedroom property, is due to open in Q2 2019 and will include an exceptional ground floor lakeside restaurant and terrace, bar, gym and spa space.

The Accounts & Purchasing Assistant will possess a good understanding of exceptional service, experience working in accountancy and purchasing in Switzerland. Reporting to the Finance Manager, he or she will be a steward of the Company philosophy, working with unwavering transparency and is ultimately charged with assisting the Finance Manager and co-ordinating the financial process, preparing of monthly financial reports, maintaining accounting and purchasing control systems and procedures in accordance with accounting best practice, Campbell Gray Hotels policies and compliance with legislative requirements.

The Accounts & Purchasing Assistant will be responsible for the purchasing and inventory control function for the hotel.

Prior experience (at least 5 years) in a similar position (Accounts Receivable/Purchasing) required. Interested and qualified candidates should send a detailed and updated copy of their Curriculum Vitae to oliviergerber@alexlakezurich.com
