



To further support our growth of our services to Nordic customers we are urgently looking for a

Financial & MD assistant (m/f)

WHO we are – 4PL Central Station Group

We are the leading provider of fourth party logistics services (4PL) in Europe and act as a general contractor, designing and operating customised logistics solutions with its extensive logistics expertise. The 4PL Central Station Group currently employs more than 250 logistics professionals at several subsidiaries in Asia, America and Europe. Our Nordic site in Malmö, Sweden, is one of the new subsidiaries of the Swiss based Central Station AG.

WHO we look for – Your tasks and area of responsibility

- Control the in- and outgoing invoice flow
 - Report directly to our Nordic MD and support with regular follow ups
 - Organize and plan employee and company activities
 - Support with administrative tasks in relation to employees
 - Coordinate communication with customers and sub-suppliers
 - Collaborate with essential internal customers
 - Support with necessary authority contacts
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WHAT we expect – Your personal profile

- An open-minded approach to a multicultural and scientific environment
 - Good command in English and a Scandinavian language
 - Good knowledge of MS Office, knowledge of SAP is an advantage
 - Ability and endurance to work both strategically as well as operational
 - High level of commitment and common sense to take on various number of work tasks, high as low
 - Independent and reliable way of working
 - A supportive attitude for the continuously growth of our business in Nordic
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WHAT we offer – Our benefits

We offer varied activities and room for implementing own ideas in a dynamic working environment. You can expect an excellent working atmosphere with highly motivated colleagues in modern-equipped offices and flat hierarchies providing room for your own development. Our company has committed itself to a cooperative management style for maximum personal responsibility of all employees and to promote their skills. As a family-operated company headquartered in Switzerland, we represent the fundamental values of neutrality, independence, transparency and sustainability.

Please send your application including all relevant documents along with expected salary and possible entry date in electronic format to Mr Jan Lundin (Email: jan.lundin@4plcs.com / Phone: +46 (0) 768 18 17 17).

We are looking forward to receiving your application!

THE PREMIUM ADDRESS FOR 4TH PARTY LOGISTICS

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