

ROOMZ SA is a leading workplace technology company headquartered in Switzerland. We help companies across Europe to manage their workspace efficiently while increasing employee satisfaction. With the advent of hybrid work models, companies need to rethink and equip their business with new tools. By combining display and sensor hardware with innovative SaaS software, ROOMZ offers a complete ecosystem to help companies make the digital transition to the new way of working.

As we continue to grow and expand our operations, we are currently looking for a

Back Office Assistant (f/m), 80-100%

At ROOMZ, we believe that individuals can truly make a difference. Are you a dynamic person with a good team spirit who enjoys working with figures? Join us now and bring your own contribution!

Your Mission

- Process customer orders, including generating offers, confirming orders and issuing proforma invoices.
- Record invoices, credit notes and payments from customers and suppliers in Winbiz ERP.
- Review monthly salary statements for international employees and process salary payments.
- Renew subscriptions for our customers and partners.
- Handle various administrative tasks, such as managing phone calls, mail, employee expenses and other back-office and HR related activities.

Your Profile

- Commercial apprenticeship or equivalent.
- At least 2 years' experience in a similar role.
- Proficiency in MS Office tools; experience in accounting and with Winbiz ERP is a plus.
- Affinity with numbers and strong attention to details.
- Excellent communication skills.
- Ability to take ownership of tasks, work independently, high precision and analytical mind.
- Very good knowledge of French and English, both written and spoken (at least B2 level).

Our Offer

- A varied work within a motivated and collaborative team.
- A flat organizational structure where individual contribution is valued.
- Opportunities for professional growth and development.
- The possibility to work remotely from home.
- A convenient location, ten-minute walk from Fribourg train station.

You can find out more about us at roomz.io

This position is based in Fribourg, with the possibility for remote work. If you are a detail-oriented individual who enjoys customer interaction, we would love to receive your application! Contact us today by sending your CV and a cover letter to jobs@roomz.io.