

Vacant position in Stockholm, Sweden:

HR administrator and accountant at Cobolt AB



At Cobolt AB, we specialize in developing, manufacturing, and delivering innovative high-performance lasers for integration into a wide range of applications in the areas of imaging, detection and analysis. With a market recognition of exceptional quality and reliability, we supply lasers to market leading manufacturers of advanced analytical and imaging instrumentation in the world and some of the most renowned universities and research labs. Our lasers are used in equipment for biomedical research, pharma production, clinical diagnosis, development of equipment for augmented reality and quantum technology research. To name a few of our end user applications.

Cobolt AB, with approximately 70 employees, is the largest entity of HÜBNER Photonics; an international organization with offices in Stockholm, Kassel, Hannover, and San Jose. HÜBNER Photonics is a corporate division of the HÜBNER Group, a privately held company headquartered in Kassel. Hübner Photonics is in a strong growth phase and has almost tripled in revenue over the last 5 years with maintained strong profitability.

Role description

We're now looking for a dedicated HR administrator and accountant to join our Stockholm office. In this role, you will primarily handle a number of HR related tasks such as;

- Maintain and develop the HR routines of the company
- Monitor and contribute to the development of the work environment of the company
- Support in recruiting projects as well as with on- & off-boarding of staff
- Administrate salaries, pay-roll, pensions and other insurances for employees
- Support to employees and management in labor law questions

The role includes some office management tasks such as maintenance of office supply contracts and assist in preparations for company events (which we have many of 😊).

The second part of the role, as part of the finance team at Cobolt AB, involves support with accounting tasks such as daily bookkeeping, monthly period-end closing/reporting and other related tasks.

The role is part of a finance and admin team of 3-4 people and reports to the Finance manager of Cobolt AB. The role is placed at the Cobolt AB offices in Solna. The role is suitable for someone in an early stage of a career in finance control and business administration who is efficient, well-organized, eager to learn, willing to take responsibility and develop as a professional in the stimulating environment of a manufacturing international company in high tech industry.

Competence requirements:

- University degree (3 years) in human resources management or business development
- Swedish (native level) and English (professional level)
- Accounting

Meriting competence:

- University degree (3 years) in finance or business administration
- Has experience working in Visma
- Has experience working in Monitor

What can we offer you?

We are a motivated, easy-going and mixed group of individuals that work together with a shared vision for the business and of the work-place to be fun, friendly and healthy. We can offer you an intellectually stimulating work environment where you feel strongly part of the business development of the whole company, as all functions, from R&D to production and sales are all under the same roof. We put a lot of responsibility and trust into our co-workers and strive to make everyone feel included in our efforts to continuously improve and further develop our company. You will work in an international environment; with international subsidiaries, and almost exclusively international customer base and a team of co-workers with largely mixed cultural backgrounds being located at multiple sites around the world. Since you will be working with a wide range of finance reporting and HR related matters you will be given the opportunity to develop your expertise and grow in your role.

Does this sound like something for you? Don't hesitate to apply! If you have any questions, you can contact info.se@hubner-photonics.com