



## **About Nippon Recruitment**

*Nippon Recruitment specialises in international recruitment worldwide, with a focus on Japanese companies. On behalf of our customer, a multi-national (air) logistics services provider, we're looking for an*

### **Admin and Accounting Assistant, Schiphol (991) Fluency in English, Conversational in Dutch**

#### **Job description**

As Admin and Accounting Assistant, you will be responsible for accounts payable, accounts receivable and administrative activities.

- Record and journalize accounting activities, including examine invoices, entry to the accounting systems, process payments (accounts payable)
- Review sales record, operation the cargo system and coordination with sales, other sections and outsourcing contractors to generate proper sales invoices, including rate audit activities (accounts receivable)
- Audit for accounting ledgers/evidence documents of other branch offices
- Provide various general administrative work including, but not limited to, word processing, reception/telephone handling, mail distribution, travel arrangement, and purchasing office supply
- Additional accounting and administrative responsibility, including IT issues
- Research various administration and accounting issues

#### **Job requirements**

In order to qualify for this versatile and challenging position, minimum requirement are at least the following criteria:

- Fluent in English and conversational in Dutch
- At least 3 years experience in a similar role
- Experience within the freight-forwarding / air cargo industry is preferred
- Basic computer skills including MS Office

Our customer will not support any application for a work permit

#### **Sort of employment**

Permanent (starting one-year contract)

Are you looking for the second step in your career, with an expanding multinational? Please send your CV to Gert-Jan van der Lei ([application@nipponrecruitment.com](mailto:application@nipponrecruitment.com)) or call: + 31 88 60 70 80 4.