



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 and 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 Dutch and English (Verbal and written)
- 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) or call: + 31 88 60 70 80 4.