



## **About Nippon Recruitment**

*Nippon Recruitment specialises in international recruitment worldwide, with a focus on Japanese companies. On behalf of our customer, a subsidiary of a multinational manufacturer of industrial applications located in Eindhoven (NL), we are looking for a*

### **Accounts Administrator, Eindhoven Thermal Interface Materials, English, International**

## **Company information**

Our customer is an industry leader in the manufacturing and distribution of Thermal Interface Materials.

## **Job description**

- Administering/managing all invoices
- Maintaining files and updating records for account receivables
- Processing bank transfer requests
- Managing stock and stock control processes
- Managing suppliers contracts
- Administering payroll
- Liaising with Auditors
- Preparing monthly management accounts for Company Accountant
- Communicating with tax authority regarding payments
- Scanning, filing and logging account documents
- Updating computerised accounting systems
- Assisting with other tasks as may be reasonably requested

## **Job requirements**

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

- Relevant financial qualification
- Experience of working in a Finance/Payroll role processing transactions
- Excellent attention to detail
- Excellent communication skills with the team
- An analytical, methodical and thorough approach to work is necessary for this role.
- Able to work in a fast -paced environment and skilled at multi-tasking.
- Good knowledge of Excel and other MS packages and a sound knowledge of Finance and Reporting Systems
- Able to contribute as a team player
- Organise own time and prioritise workloads, achieving timetables and deadlines
- Good command of the Dutch and English language, both spoken and written

Are you looking for the role of a pioneer and aiming to join our customer, then please send your CV to mrs Sonu Park, [application@nipponrecruitment.com](mailto:application@nipponrecruitment.com)).