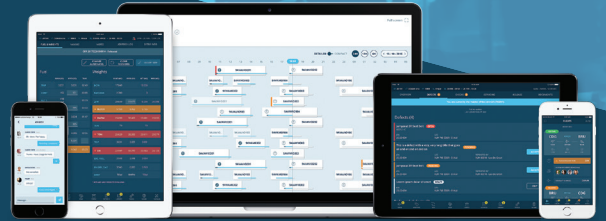


FINANCE & ADMIN ASSISTANT



Looking for a new challenge in a great team and an exciting industry? We might just have the job for you!

FINANCE

- Smooth operation of all finance matters by assisting the Finance Manager
- Data input into accounting system
- Prepare reports and financial statements
- Plan payments, invoices and purchase orders

IT ADMIN

- Maintain and set up accounts
- Responsible for hardware and license purchases
- Maintaining the inventory
- First point of contact involving IT issues with suppliers and employees

YOU ARE

- Self-motivated, autonomous, punctual, flexible & responsible
- A Bachelor in Accountancy or equivalent through experience
- Proficient in English speaking and writing
- Affinity and/or experience with IT is considered a major plus

WE OFFER

A great place to work in a fascinating environment. In addition, a competitive salary package is coming your way, including meal checks, group insurance, hospitalisation insurance and a laptop

... and you'll be part of changing the way aviation works!

ARE YOU INTERESTED?

Give us a call on **+32 (0) 11 72 10 30**
or mail your resumé to jobs@aviovision.com

