



JOB DESCRIPTION – BACK OFFICE ASSISTANT

Are you good in Excel and the MS office tools in general? Are you looking for a varied job where you can be of great value by assisting different departments? **Then join our company as Back Office Assistant!**

Tein Technology NV is a family company active in the Security world in Belgium and the Netherlands. We are a leader in the integration of voice and video platforms for clients such as banks, ports, road and waterway traffic centers and the police.

RESPONSIBILITIES

As Back Office Assistant you will be in charge of:

Project Management & Presales support:

- Administrative follow-up of projects in pre-sales and post-sales phase
 - Preparation of purchases
 - Importation & follow up of projects within ERP tool
 - Preparation/encoding of contractual information within ERP system
- Update of the price list of the most important suppliers

Administrative & stock support

- Reception of clients and suppliers.
- Stock management
- Management (reporting status, controlling of the shipments ...) of inventory, spare stock and deliveries
- Administrative (and the physical) reception of goods and equipment in our ERP system (Navision).

Support Financial Business Controller

- Preparation of monthly payments.
- Encoding purchase invoices.
- Back-up administrative assistant concerning order management and reception of incoming invoices.

POSITION'S REQUIREMENTS

Education, Knowledge & Work Experience:

- Bachelor level Accounting / Office Assistant.
- First working experience in accounting is an asset.

Required skills:

- Fluent in Dutch and/or French.
- Flexible and polyvalent.
- Accuracy.
- Excellent communication skills (oral as well as written).
- Good knowledge of Excel.
- Dynamic, organized, service minded, dedicated, takes responsibility.
- Administrative skills, able to work with the standard Microsoft tools (Word, Outlook).
- Able to understand technical documents.
- Driver's license.
- Hands-on approach.
- Experience with Navision and knowledge about the management of a warehouse is a plus.

OFFER

- A very dynamic 'family owned' company, where every employee counts and is appraised for his/her qualities.
- Unique work environment: a modern office in the heart of Brussels.
- Responsibilities and challenges, openness and collaboration.
- A unique corporate culture: access to all levels of the management, listening, understanding, recognition and also time for fun.
- Attractive salary package with interesting extra-legal benefits such as group- and hospitalization insurance, meal vouchers, eco vouchers, mobile phone, birthday gift and net expenses.



SMART CITIES



INTELLIGENT
TRAFFIC SOLUTIONS



INNOVATIVE
MARITIME TECHNOLOGIES



INDUSTRY

CONTACT

Are you interested in this challenging opportunity? Please feel free to send us your motivational letter and resume at jobs@teintechnology.be

Tel: +32 02 240 64 62 - Contact person: Ilse Sleecx