

Stephex Group is a family-owned company based in Meise, Belgium. In addition to our horse-trading business, we are also active in the automotive industry. We are market leaders in the construction of exclusive horse trucks, motorhomes and 2-horse trucks. Our extensive dealer network allows us to service customers all over Europe and beyond. The company has an excellent reputation for high-quality, user-friendly design that extends way beyond the Belgian borders.

Stephex Group is currently looking for a:

Administration and Accounting Assistant

Job description

In this role, you are responsible for providing administrative support and assist with basic accounting. In this position, you work in a small team which is located in Merchtem, but you will be part of the wider Stephex Group.

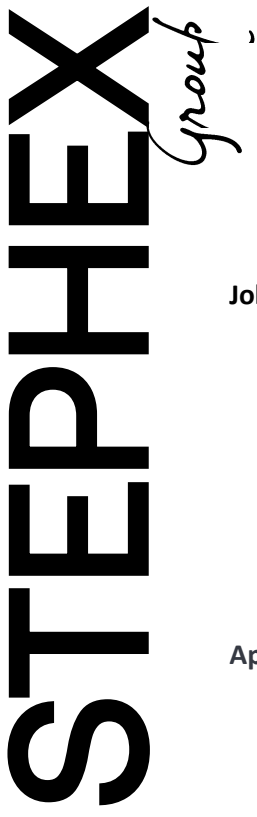
Your duties as **Stephex Service Administration and Accounting Assistant**:

- Processing incoming and outgoing invoices
- Basic financial controlling
- Encoding and validating invoices
- Preparing payment badges
- Creating credit notes
- Sending reminders
- General administrative tasks
- Back up for our workshop reception

Furthermore you will get the opportunity to manage a new Stephex Service project in digitalization & new business opportunities such as bodywork center, motorhome center, ...

Candidate profile

- You have a great sense of responsibility
- Flexible and stress resistant
- Good knowledge of MS-Office, knowledge of Odoo-system and SAP is a plus
- Hands-on and communicative
- Good knowledge of Dutch, French and English
- You are eager to learn, proactive and driven



Job offer

- Attractive compensation package complemented with extra-legal benefits (such as meal vouchers, healthcare insurance, etc.)
- Full-time employment
- Challenging opportunity
- International environment

Apply online via: <http://stephexgroup.com/#talents> or via: info@stephex.com

