

## Administrative Assistant

### Den Berk Délice

Den Berk Délice is a leading specialist in top quality flavored tomatoes. Spread across 9 production locations, it grows and markets tomatoes with a keen eye for quality, partnership, flexibility and sustainability. For and by people. A motivated team of more than 700 people works daily to achieve our mission: to enable consumers to enjoy the tastiest taste tomatoes 365 days a year.

Den Berk Délice continues to grow, working to further expand its administration service. As **Administrative Assistant**, you will be responsible for a wide variety of administrative tasks in our greenhouse. You will support your responsible in HR & finance.

### What can you expect from us?

- Full-time position as a white collar worker
- Valued role in a young, dynamic team
- Training, coaching and support
- Variety and challenge in a fast-growing company
- An attractive salary package in line with your experience and knowledge

### Responsibilities:

- You will help recruit and hire seasonal workers for our greenhouse.
- You handle the administration around picking cards and work cards.
- You process time records and ensure correct processing of personnel data.
- You sit at the reception desk and receive visitors.
- You manage our cleaning team (without actively participating in cleaning).

### Profile:

- You speak English, Romanian and Dutch.
- You are good at administration and are punctual.
- You can work with Outlook and Excel. You will also work with SD Worx Payroll and Hortimax, but we can certainly teach you this.
- You like to communicate with different people and in different languages.

### Interested in the job?

Then send your CV and a short motivation to [jobs@denberkdélice.be](mailto:jobs@denberkdélice.be)

Your application will be treated with discretion and you can count on a personal response.