

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 an all-round administrative employee, you are responsible for the administration and reception at one of our locations in Merksplas.

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 are responsible for the administrative payroll processing. After a training period, picking cards, dimona, time registration and the SD Worx payroll will no longer hold any secrets for you.

● In addition, you are the point of contact for all kinds of questions, both from colleagues throughout the organization and from external parties. You manage the agendas and all incoming and outgoing correspondence passes through your hands.

● You pay purchase invoices and keep in touch with the external accountant. Furthermore, small purchases and coordination of invoice control will be part of your task package.

● A versatile function with a lot of variety and challenge where you come into contact with many colleagues within the organization.

Profile:

- A basic knowledge of social legislation/payroll. Experience with SD Worx, seasonal work, dimona are a big plus.
- You have a bachelor's degree or equivalent through experience.
- You speak Dutch and English fluently.
- You are an expert at multitasking and prioritizing. You strive for quality and you are accurate.
- 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@denberkdelice.be

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