Vacancy: Administrative Assistant Sales & Accounting (m/f/x)

Location: Antwerp
Employment: Full-time
Contract type: Permanent

About the Role

We are looking for a versatile and accurate colleague to support both the sales team and the accounting department. In this role, you will work 50% alongside the Sales Manager Diamond and 50% with the Accounting team. You will be a key link, ensuring smooth administration, accurate inventory management, and reliable financial processing.

Tasks and Responsibilities

Support to the Sales Manager (50%)

- Provide administrative support for sales activities
- Manage stock levels and monitor incoming and outgoing goods
- Prepare and coordinate shipments (documentation, transport planning)
- Maintain customer and product data in the system

Support to the Accounting Team (50%)

- Process and check expense claims
- Verify invoices and payments
- Assist with month-end and year-end closings
- Support general financial administration and reporting

Your Profile

- Completed education in administration, finance, or equivalent
- Experience with administrative tasks and/or accounting processes
- Accurate, reliable, and good with numbers
- Independent and stress-resistant, while also being a true team player
- Proficient in MS Office (especially Excel)
- Fluent in Dutch and English (spoken and written); knowledge of French is a plus

We Offer

- A varied position with a mix of sales support and accounting
- Competitive salary and attractive benefits
- Opportunities for training and professional development
- Work in a dynamic and international environment
- A collegial team where collaboration and quality are central

Interested?

Send your application (CV and motivation letter, in English) to **fleur.vacatures@gmail.com**. We look forward to meeting you!