TWINKLEDIAM NV
DIAMOND IMPORTERS & EXPORTERS

Hoveniersstraat 30, Box 115, Office 509, 2018 Antwerp, Belgium
Tel: +32 3 231 59 78, Mobile: Polished +32 479 35 12 31 – Rough +32 489 79 07 30
Email: info@twinklediam.be

Job Vacancy: Administrative Assistant (Sales & Accounting)

Employment Type: Full-time | Permanent

We are currently seeking a **Administrative Assistant** to join our Antwerp office. The successful candidate will provide comprehensive support to both the **Sales Department** and **Accounting Team**, ensuring smooth operations and efficient coordination across business functions.

Key Responsibilities

- Handle daily administrative duties including correspondence, filing, and document management.
- Support the sales team with order preparation, client communication, and follow-up.
- Maintain and update customer, supplier, and product information in company systems.
- Coordinate shipment documentation, transport planning, and invoicing.
- Verify and process incoming invoices, payments, and expenses.
- Assist in preparing financial documents and maintaining up-to-date accounting files.

Your Profile

- Completed education in administration, accounting, or a related field.
- Previous experience in an administrative, sales, or accounting support role (experience in the diamond industry is an asset).
- Strong organizational skills with attention to detail and accuracy.
- Proficient in **Microsoft Office**, particularly **Excel**.
- Excellent communication skills in **English and Dutch** (both spoken and written).
- Professional, reliable, and able to work independently as well as in a team.
- Strong sense of responsibility and discretion with confidential information.

We Offer

- A varied and responsible position in a reputable diamond company.
- Competitive salary and benefits in line with experience.
- Opportunities for professional development and training.
- A stable, international work environment in the heart of Antwerp's diamond district.

How to Apply

If you meet the above criteria and are interested in joining our team, please send your **CV and motivation letter (in English)** to **info@twinklediam.be** with the subject line: *Administrative Assistant – Twinklediam NV*.