

HRO Recruitment as a brand of Invidia HR is a Human Resources service provider operating under number 6696. We are working as a recruitment provider searching on our Client's behalf for a person in the following role:

Administration Clerk with Dutch

Responsibilities:

- Administration of customer orders in the fields of hardware and services
- Creation and administration of purchase orders to internal and external suppliers
- Invoicing according to contractual terms and in close contact with the entity for which the invoice is issued
- Create and maintain master data for administrative and operational purposes

Requirements:

- Ability to communicate orally and in writing in English (B1, B2) and **Dutch (C1)** is a must
- High school degree and ideally university degree
- Experience with administrative tasks in an industrial or IT company, especially financial/ accounting background will be an asset
- Sound knowledge of MS Office package
- Knowledge of SAP ERP will be an advantage
- Flexibility, accuracy and enjoying working in a team

We offer:

- contract of employment
- work in harmonious team
- multicultural work environment
- development opportunities
- participation in development of new structures of the company

If you are interested in, please send your CV to mbasinska@hrorecruitment.pl

Please add the following clause to the end of your submitted CV: "I hereby consent for HRO Recruitment, a brand of Invidia HR Sp. z o.o. with their head office in Warsaw at Puławska 482, to use my personal details hereby submitted for their recruitment process (documenting and processing personal information and forwarding said information to their clients within the structure of the client's recruitment projects) in accordance with the Law on Protection of Personal Data (Dz. U. 2002 r. Nr 101 poz. 926) until I submit a written withdrawal of consent. I confirm that I was informed of the right to modify, access and protect my personal information."