

English speaking Financial Agent

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Company: Language Matters

Location: Netherlands

Category: other-general

Are you looking for a versatile role where you can work on financial and administrative tasks?

We have a unique opportunity for you to work for a European Commission Research Centre as a Financial Agent and support the Procurement, Budget and Finances (PBF) sector. This role is a temporary assignment for 78 weeks.

Your responsibility will include:

Managing small purchase procedures and communication with customers and suppliers

Handling asset scanning and registration

Monitoring purchase orders and assets

Assisting with general administration, maintaining and archiving files and other related ad hoc tasks

About you:

You already have some experience in handling financial and administrative tasks and can work in structured and detail-oriented manner. You have good communication skills to work with both internal and external stakeholders. In this role you will work in collaboration with the PBF sector and have the opportunity to work both on-site and partly remotely.

Profile:

Fluent in English (C1-level) and Dutch (B2-level), both written and spoken

Experience in financial tasks

Strong administrative and communication skills

Available for minimum 24 hours per week on-site in Petten

To apply, please send your CV in English and in Word format to Henna.

languagematters is acting as an employment agency in relation to this vacancy.

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