



**Selecta Holland BV** is part of the Selecta Group. The Selecta group is a global player in breeding, producing and marketing of young and ornamental plants with more than 2000 employees worldwide. Fifteen production and distribution sites are located in Europe, Africa, Asia and America.

For our sales and distribution office in Maasland we are currently looking for an

## **Office Manager (m/f/x)** **Focus on Accounting and Backoffice**

### **YOUR TASKS**

- Accounts Payable and Accounts Receivable
- Debtor management in direct contact with sales representatives
- Invoicing and cash recording
- Inventory and asset managing
- Preparation of monthly and annual financial statements in accordance with local GAAP
- Supporting the back office in order administration
- Tracking of offers, availabilities and delivery times as well as data maintenance
- Close cooperation with the Finance and Supply Chain Department in Stuttgart

### **YOUR QUALIFICATION**


- Training for Business Administration Assistant or Financial Administrative Assistant
- Work experience in a similar position
- Fluent in Dutch and English and good knowledge of MS Office
- Knowledge in Dutch GAAP and tax law is beneficial
- Structured approach to work, pragmatic thinking and communicative
- Flexibility, stress resistance and keeping the overview of various tasks simultaneously
- Enthusiastic, customer-friendly personality with an affinity to greenhouse horticulture


### **WE OFFER:**


- A full-time position at our office in Maasland
- A safe workplace in a growing, internationally successful, family-owned company
- Good development opportunities and a good working atmosphere
- A modern and safe workplace within a small enthusiastic and international team
- Flexible working hours with a performance-based compensation

### **ARE YOU INTERESTED IN THIS POSITION?**

Please send your detailed application including the possible starting date to  
**Karen Sander.**

 Selecta Holland BV | Oud Camp 10B | 3155 DL Maasland

 [jobs@selecta-one.com](mailto:jobs@selecta-one.com)

 [www.selecta-one.com](http://www.selecta-one.com)