

FUNCTIEPROFIEL

Opdrachtgever:	Inguran Europe B.V.
Functienaam:	Manager Administration
Sector/Afdeling:	Support Services/Administratie
Werklocatie:	Gouda

1. ORGANISATION

Inguran Europe B.V. is an European holding company and has subsidiaries in The Netherlands, France, Italy, Germany and Switzerland. Inguran Europe B.V. is part of the world-wide Inguran group with its Head-Quarters in Navasota, Texas. See for more information also www.sexingtechnologies.com

Place in the organisation

The Manager Administration leads the administration department of Inguran Europe B.V. He/she ensures that all administrative processes run smoothly. The Manager Administration reports to the Manager Support Services of Inguran Europe.

2. PROFILE

Contacts

- Manager Support Services (responsibility and reporting)
- Administrative employees (communication and functional management)
- Administrative offices in the different countries
- Laboratory managers of subsidiaries
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Education and skills

- Bachelors' level in financial administration
- Result oriented
- All-round administrative expertise and experience (10 years+)
- Financial awareness
- Planning and organizing
- Next to Dutch, fluent in English
- Computer literate
- Cultural awareness
- Living on reasonable distance of Gouda

3. TASKS AND RESPONSIBILITIES

- Responsible for a reliable, complete and timely recording of the business administration.
- Make the financial situation of the company transparent by a good administration
- Accounting: accounts payable, creditor administration, asset administration (including track and tracing)
- Correctness of received invoices for the European subsidiaries and preparing the payments
- (Responsible for) preparing the outgoing invoices
- (Responsible for) preparing the salaries of the employees
- Planning and stock keeping of consumables
- Purchase planning,
- Managing maintenance contracts
- Administration of shipment of goods
- Risk administration and evaluation
- Instructing and supervising the administrative staff
- Informing and reporting to the management
- All other tasks for the continuous operation of the administration

4. INTRINSIC MOTIVATION AND COMPETENCES

- Organizing and hands-on
- Analytical, accurate, leader capacity, team player
- Responsible, critical
- Flexible, stress resistant, responsible autonomous
- Feel ownership for the administration

5. EMPLOYMENT CONDITIONS

Good employment conditions.