

Bedrijfsgegevens



Vitterra B.V.

De recruiter



Michelle Hendriks
HeadFirst

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Operations Administrations Assistant (Detavast)

Functie	Operations Administrations Assistant (Detavast)
Locatie	Rotterdam
Uren per week	40 uren per week
Looptijd	31.05.2024 - 30.12.2024
Opdrachtnummer	157895
Sluitingstijd	30.12.2024

Rolomschrijving en taakafspraken

Vitterra is looking for an Operations Administrations Assistant. Someone who will take over the administrative tasks from the Operations Department. We are looking for someone with a hands-on mentality, who will be operating in service of the business. Answering questions from the business and booking invoices correctly are the main focus of this position.

In this role you will, with a team of you and 7 colleagues, be responsible for the daily handling of administrative support for our Operations department. You will be issuing invoices, processing incoming invoices, controlling invoice list(s) and performing related administrative supporting tasks to our trade operations team.

What do we offer you?

- A Challenging position in our Operations department within a world-leading, fully integrated agriculture network;
- A competitive salary;

- A professional and stimulating environment in which enthusiastic and driven colleagues work together in a practical and informal way;
- A yearly bonus scheme, based on company results and your performance;
- A flexible and attractive pension scheme, where we cover 100%;
- 27 holiday days per year;
- A full month salary as holiday allowance;
- Tailored learning & development opportunities;
- Yearly organization wide cultural and sport activities, such as: The Harbour Run, soccer tournaments, teambuilding and Guest Lectures;
- Broad career opportunities within our fast paced international organisation;
- A modern, open and inspiring office in the centre of Rotterdam, next to the Markthal and Blaak station;
- Options to organize your work flexibly, with a working from home allowance;
- Travel allowance, based on public transport.

What are you going to do?

- Booking goods and services invoices, both with external parties and intercompany
- Performing stock reconciliation
- Controlling invoice list(s)
- Managing and filing service agreements
- Other administrative supporting tasks

Who are we looking for?

- Strong administrative skills;
- MBO4 level of thinking, preferably in logistics, MER or office support;
- Knowledge of logistics, document handling and or commodity trading is a plus;
- Strong communications skills;
- Good knowledge in Microsoft Word and Excel;
- Fluent in English (spoken and written).

Who are we?

Our world-leading, fully integrated agriculture network connects producers and consumers to supply sustainable, traceable and quality-controlled agricultural products.

With our talented people, decades of experience and diverse capabilities, we offer innovative solutions to open pathways and create value for customers through our supply chains.

As a responsible long-term business, we will continue to invest in and develop our network, allowing us to meet the needs of a growing world.

What do we stand for?

At Viterra we welcome all suitable applicants with equal enthusiasm. We believe that our differences can contribute to the best possible results.

With our worldwide talented people, we value diversity and work inclusively to bring together many minds, many talents and many perspectives. We offer an inclusive and diverse work environment where you are equally paid and receive fair and equal opportunities to reach senior roles within Viterra.

Together, we are stronger and achieve more.

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