



City Surveillance



Control Centers



Maritime



SightVision™ VMS



Trading Rooms



Traffic

Job description – Account & administrative Assistant

General

Tein Technology NV is a family company active in the Security world in Belgium and the Netherlands . We are a leader in the integration of voice and video platforms for clients such as banks, ports, road and waterway traffic centers and the police .

Recently, we have won a number of technically challenging projects :

- Flanders : Automatization of the Flemish tunnels, video surveillance of the harbor of Newport, video surveillance of the city of Knokke with the integration of license plate recognition.
- Brussels : emergency phones in the tunnels
- Wallonia: surveillance of the hydroelectric power station Plat Taille at Lac de l'Eau d' Heure , Weigh in Motion project, emergency phones in the tunnels of Liège,...

To reinforce our Finance & Administration department, we are looking for an **Administrative Officer**.

Responsibilities

As Administrative officer you will be in charge of:

➤ Administrative & stock support

- Reception of clients and suppliers
- Preparation of the monthly payments
- Logistical organization of the warehouse
- Managing (reporting status, controlling of the shipments,..) of stocks, spare stocks and deliveries
- Ensure administrative (and the physical) reception of goods and equipments in our ERP system (Navision)

➤ Project Management & Presales support:

- Administrative follow-up of projects in pre-sales and post-sales phase
 - Preparation of purchases
 - Importation & follow up of projects within ERP tool
 - Organization & follow-up of "customer satisfaction", "contractor recognition", "good execution", "project acceptance"
 - Preparation/encoding of contractual information within ERP system
- Review of documents (structure / language / format)

- Update of the price list of the most important suppliers
- Translations FR/ENG/DUTCH

Position's requirements

Education

- Bachelor level
- First working experience.

Required skills

- Fluent in Dutch, French and English
- Flexible and polyvalent
- Excellent communication skills (oral as well as written).
- Dynamic, organized, service minded, dedicated, takes responsibility
- Administrative skills, able to work with the standard Microsoft tools (Word, Excel, Outlook)
- Able to understand technical documents.
- Drivers license
- Hands-on approach
- Experience with Navision and knowledge about the management of a warehouse is a plus

Offer

- Unique work environment : a modern office in the heart of Brussels
- A very dynamic 'family owned' company, where every employee counts and is appraised for his/her qualities.
- Responsibilities and challenges, openness and collaboration.
- Attractive salary package with interesting extra legal benefits such as groups- and hospitalization insurance, meal vouchers, eco vouchers, mobile phone and net expenses.

Contact

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