

MANIERA OFFICE MANAGER

JOB DESCRIPTION

1. Accounting

- Receiving and paying invoices 'in'
- Draw up 'out' invoices and follow up payments
- Entering into accounting system (Bill to Box)
- Preparing monthly VAT statements for external accountant

2. Archive

- Entering sales into database system (Amy Art App)
- Preparing and sending certificates
- Keeping stock

3. Sales

- Updating price lists
- Ordering sold pieces from various suppliers
- Calculate royalties for various architects and artists

4. Staff administration

- Enter monthly statements (SDWorx and Sodexo)

5. Grants

- Preparation of files (Brussels Capital Region)
- Preparation of reports and statements

6. Logistics

- Organizing transports to the workshop, clients and fairs

YOUR PROFILE

- You have at least two years of experience in a similar function
- You work in a structured way, with an eye for detail
- You keep a good overview of all tasks
- You can work independently
- You can handle accounting systems and Excel
- A passion for design, architecture is a plus but not a must

WE OFFER

- A part-time job (half-time or 3/5th depending on experience)
- In an exciting design company with international appeal
- In a pleasant environment

HOW TO APPLY

Send your CV and motivation letter to info@maniera.be