

VACANCY

ADMINISTRATIVE ASSISTANT

 LING & SONS FOOD MARKET

 ARUBA

 FULL TIME

THE ORGANIZATION

Ling & Sons have been proudly serving the Aruban community and island visitors since 1965, stocking our shelves with fine products from around the globe in order to meet the growing demands of our diverse clientele. As the largest American-style supermarket on the Island we provide under-one-roof fresh and organic produce, daily-baked bread and pastry, premium meat as well as gourmet and ethnic products.

WHAT WE OFFER

- Good compensation & benefits;
- Vacation pay;
- Growth opportunity;
- Dynamic work environment;
- Birthday off with pay;
- In-House Training;
- Service anniversary gratification (1 month salary)
- Employee discount.

RESPONSIBILITIES

- Entering financial administrative data into an automated system;
- Posting invoices;
- Maintain up-to-date billing system;
- Follow up, collection and allocation of payments;
- Carry out billing, collection and reporting activities according to specific deadlines;
- Reconciliation of accounts;
- monitoring customer account details for non-payments, delayed payments and other irregularities;
- Investigate and resolve customer queries;
- Process adjustments;
- Communicating with customers via phone, email, mail or personally;
- Maintain listing of accounts receivable;
- Maintain a filing system for all financial documents.

REQUIREMENT

- At least a completed accounting education at PDB level
- At least 2 years of work experience
- Team player
- Knowledge and experience with Microsoft Excel
- Knowledge of and experience with the computer application relevant to the position, AFAS is a plus
- You do not have an 8 to 5 mentality and have a representative appearance
- You are accurate and proactive
- Good command of Dutch, English and Papiamentu in speech and writing.

SINCE 1965
LING & SONS
FOOD MARKET

INTERESTED?

Send your resume and letter to recruitment@vdtcgroup.com with application "**Administrative Assistant**".