

Top quality entrance matting

Debomat in Belgium is a second generation family business that has been innovating and producing high-quality entrance mats for the past 30 years. We are specialised in niche products suited to both the commercial and residential markets. Our high-quality product portfolio includes logo mats, entrance matting systems, aluminium matting, event carpets, carpet tiles etc.

Visit us on: www.debomat.com

DEBOMAT

innovations in textiles

Gerflor
theflooringgroup

Debomat is part of Gerflor Group

Following our successful growth strategy, we have an exciting and challenging opportunity for a dynamic

Management Assistant

in Temse (Belgium).

In our small company (8 employees in total), the Management Assistant has a versatile role and functions as the deputy and right-hand man / woman of the Managing Director. We are searching for a someone, who likes to be involved in all tasks of a small company, who is not afraid to get dirty hands and who is also able to manage the office administration.

Your role:

- Supervise the team (6 people) and make sure, that the work is done according to planning and deadlines
- Manage the basic administration of the company, incl. bookkeeping and preparation of customs papers / transport documents
- Assisting the Managing Director in daily operations
- Ensure that inventory levels are in line with production planning and order intake
- Coordinate suppliers and service partners
- Support in project calculation

Your profile:

- Relevant educational background in economics or technical field
- A good understanding of operational processes (production / supply chain / warehouse)
- Good organisational and planning skills
- Good commercial skills (basic accounting and cost calculations)
- Good knowledge of MS-Office (EXCEL) and experience in working with ERP-Systems
- Very good communication skills in Dutch and English is mandatory– French would be an advantage

Our offer:

- The opportunity to take over responsibility in a small, internationally successful company – which is part of a global group
- A stable environment and a nice team
- A versatile and multifaceted job with exciting challenges
- Competitive salary

Sounds interesting? Please apply (with English CV) on:

info@debomat.be