



## JOIN OUR TEAM AS A FINANCE ADMINISTRATOR OFFICER

EDR Antwerp shipyard is the largest shipyard in Belgium, specialized in ship maintenance and repairs, hull treatment, and marine construction. Challenging activities, which require skilful and motivated team members.

Over 150 vessels annually are being repaired and maintained at our shipyard in Antwerp and projects are performed on board of vessels across the world. EDR Antwerp Shipyard is growing rapidly, reclaiming the leading market position in Europe.

As part of EDR development and growth, we are strengthening our team to support the business which is necessary in a growing environment.



### FINANCE ADMINISTRATOR OFFICER YOUR RESPONSIBILITIES

- Implementing invoicing procedures
- Tracking, reviewing, approving, and issuing invoices
- Investigating slow invoice approvals
- Managing project statuses, and updating incoming invoice information in the ERP
- Following up with project management on open projects
- Managing client requests and queries
- Uploading and archiving invoice data
- Verifying tax information
- Assisting with past due or refused invoices
- Verifying incoming invoices
- Assisting the CFO in monthly and annual financial reporting

### YOUR STRENGTHS

- Interpersonal skills
- Ability to communicate
- Analytical ability
- Problem solving
- IT knowledge and skills, specifically Excel
- Strong English language skills.

### YOUR OPPORTUNITIES

- Opportunity to work in a dynamic and exciting environment of a shipyard
- As well as working in the largest dry dock facility in Belgium
- Direct reporting to management
- Team spirit and a friendly environment
- Your range of duties is supplemented with an extensive salary package.

Contact us at [hr@edr-antwerp.eu](mailto:hr@edr-antwerp.eu) , as working for EDR Antwerp Shipyard is the correct opportunity for you.

Discover more at [www.edr-antwerp.eu](http://www.edr-antwerp.eu) and follow us online.



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