
HR & Accounting Assistant

Our growing company Coastair Chartering is looking for a talented and results-driven **HR & Accounting Assistant** to develop new and existing corporate accounts and support the HR & Financial Manager in the formatting, management and distribution of information.

Job title

Accounting, HR and Admin assistant at a friendly, fun and exciting environment enhanced with regular social events.

Sector

Airline industry.

Responsibilities and Duties

- Encode incoming/outgoing invoices
- Attend with daily bookkeeping
- Follow up on payment reminders by email and telephone in English
- Updating the accounting system and the client database
- Layout of various data
- Establish and maintain filing or archiving systems
- Establish, monitor and/or update administrative files
- Prepare meetings/conferences/seminars/travel...(reservation of room, equipment, transportation, amenities...)
- Manage the time schedule of one or more line managers
- Receive and screen incoming phone calls and ensure their follow-up
- Receive, filter and distribute mail (paper and electronic)
- Encode, format and write documents (notes, texts, reports, correspondence...) based on instructions
- Ensure the basic maintenance of a computer system (backups, software updates, checking connections, replacing printer cartridges, etc.)
- Carry out documentary research;

Working schedule & contract details

- This is a full-time position requiring approximately 37 hours per week.
- Monday-Friday: office hours.
- Fixed-term contract, aiming for a permanent contract.

COASTAIR Chartering SPRL

Cargo Nord, Liège Airport,
Rue Saint-Exupéry Building 9/8, B-4460 Grâce-Hollogne
Website: www.coastair.be

Location

- HQ COASTAIR / SKYHOUSE
Liege Airport – Cargo North
Rue Saint- Exupéry 9/8
4460 Grace-Hollogne

Skills

- Educational background, training or previous experience in Administration, HR and/or Accounting.
- Fluency in English is required.
- Dutch and other languages is a plus.
- Driving License is desired
- Strong Microsoft Office skills (Excel, Word, ...)
- Initiative: Dealing with situations and issues proactively and persistently, seizing opportunities that arise.
- Results Focus: Focusing efforts on achieving high quality results consistent with the organization's standards.
- Fostering Communication: Listening and communicating openly, honestly, and respectfully with different audiences, promoting dialogue and building consensus.
- Ability to multitask and manage numerous priorities at once.
- Decision maker with strong planning skills and execution abilities.
- Excellent time management and organizational skills.

Salary package

- Coastair will pay you an attractive salary in accordance with the Company's standard payroll schedule.
- Standard home/work allowance
- Meal vouchers at 8€/working day + Eco vouchers 250€ / year
- Retirement plan and Hospitalization XL
- Mobile phone

Vacation policy

You will be eligible for legal days of paid vacation leave per year. Paid time off is additional to sick days, bank holidays and days that COASTAIR does not operate.

Are you looking for this type of job, then we are looking for you!

We look forward to receiving your detailed resume and motivation letter by email.

Khodareva Marina – HR & Financial Manager - marina@coastair.be - 04 93 64 50 53

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