

VACANCY

FINANCE & CONTROL EMPLOYEE

Ready for a new challenge at a company that is always thinking ahead? Avi Air, located at Amsterdam Airport and Oslo Airport, is looking for an administrative asset!

Avi Air is a specialist in air freight solutions, particularly for fresh products. With over 25 years of experience, we continuously strive for improvement, dedicating ourselves to our customers and colleagues. Our success stems from close collaboration with our partners, from production to consumption. Additionally, Avi Air is committed to creating a working environment where everyone feels at home, can develop fully, and truly contributes to the company's success. Due to this approach, Avi Air has grown significantly in recent years. To support this growth, we are looking for a new colleague to join our Finance & Control team.

As a Finance & Control Employee, you will work alongside your colleagues to check and process (financial) administrative data. You are an experienced administrative all-rounder who enjoys investigating details and ensuring that all transactions are processed accurately, completely, and on time.

YOUR MAIN RESPONSIBILITIES:

- Checking and processing purchase invoices
- Preparing and sending sales invoices
- Processing and managing claims in several online airline portals
- Maintaining overviews
- Ad hoc administrative tasks such as placing and checking orders

WHAT WE REQUIRE:

- Life experience and at least 5 years of administrative work experience
- Experience in the air freight sector and/or claim processing
- Good command of the English language
- Availability of 24 to 32 hours per week (minimum 24 hours across 4 working days)
- Knowledge of Microsoft 365 (basic Outlook, Word, Excel)

THE QUALITIES YOU BRING:

- You are a team player and enjoy working together
- You work accurately and have an eye for detail
- You are service-oriented and flexible
- You are loyal and value long-term relationships

THE COMPANY:

You will be part of an enthusiastic and diverse team of over 20 colleagues from various countries (including the Netherlands, Moldova, Norway, France, Korea, Suriname, Ghana, Greece, China, and Venezuela). English is the primary language. The team has a startup mentality with an informal atmosphere where collegiality is key. We work closely together and communicate directly. We utilize each individual's strengths and always support each other in tackling priorities.

THE WORK ENVIRONMENT:

Our modern office is conveniently located in Schiphol-Rijk, with private parking and public transport at the doorstep. The office is open and bright, featuring a well-stocked kitchen that often doubles as a meeting space. We organize fun team activities multiple times a year, and every other week, you can sign up for an in-office massage.

WHAT WE OFFER:

- Competitive salary
- 13th-month
- Pension contribution
- 8% holiday allowance
- Travel expense reimbursement
- Study cost arrangement
- Focus on personal and team development
- Smartphone and laptop
- Informal and family-like atmosphere
- Flexible working hours with the possibility of partial remote work in the future

Are you interested in this position? Send your motivation letter and CV to HR@aviairfresh.com, addressed to Ivna van der Tak.

Visit our website at aviairfresh.com

[Meet our team](#)

We do not appreciate acquisition based on this vacancy.