

Yoni is looking for an

# Administrative Support (30.4 hours)

You take care of all admin tasks within Yoni from order to invoice and from receipt to payment. Your focus is on the details - from perfecting the process from purchase order to sales invoice, to ordering office supplies. This means that you are both an admin guru as well as a super organized person. Of course Excel and Exact have no secrets for you. You are solution-oriented and you are able to properly assist every (retail) customer and you know how to reach our logistics partners with order questions. In our dynamic team you work closely with our Business Controller, Operational Support and Supply Chain Manager. You are also a real go-getter, you're stress resistant and good at multi-tasking.

## Requirements:

- A completed education in a financial or administrative field of study
- Demonstrable accounting experience, plus if this is in the FMCG sector
- Experience with Exact Online, plus if you also have experience with EDI
- Excel nerd
- Admin all-rounder
- Solution oriented and takes initiative
- Good understanding of Dutch both verbal and writing
- English skills for communication about invoices and orders
- You recognize yourself in our core values; transparent, revolutionary, unconventional, open-minded and aware
- Available for a minimum of 30 hours per week spread over 5 days

## Responsibilities:

- Booking of orders and sales invoices
- Setting up new customers and products in EDI and Exact
- Booking purchase invoices
- Tracking and resolving suspense accounts
- Update bank book and ensure that open debtor list is up-to-date
- Preparing payments
- Taking care of tax returns
- Support with monthly closing
- In charge of the administration mailbox
- Maintaining contact with retail customers and logistics partners about orders and / or billing
- Ordering office supplies

## We'll pamper you

Working for Yoni tends to get dangerously fun. At our office at the Impact Hub, we'll make sure you'll get as much (fairchain) coffee, chocolate (Tony's!) and obviously as many menstrual products as you (or the ladies in your life) need. We handle our health, our colleagues and the environment with care. But sometimes we deliberately choose to be irresponsible. That's what we call Thursday afternoon drinks.

## About Yoni

Yoni believes that every woman has the right to know what is in her tampons, pads and pantyliners. That's why we put what's in the box on the box. That doesn't sound exceptional, but it actually is. Lots of big brands do not tell you what is in their products. Because the vagina is one of the most absorbent part of the body, we choose 100% organic cotton. No plastics, no perfume, no secrets. By breaking the silence around menstruation and by offering an alternative, we're here to revolutionize the industry! Join us.

## Sound like you?

Send your CV and motivation to [joelle@yonicare.com](mailto:joelle@yonicare.com) before April 29th. We'd love for you to start as soon as possible!

