

DESOTEC – Billing and A/R Administrator

Billing & A/R Administrator

Are you a detail-oriented number cruncher with a flair for communication?

At **DESOTEC**, we're looking for a **multilingual Invoicing & A/R Administrator** who can seamlessly navigate between Finance, Sales, and Logistics. In this key role, you'll ensure that our invoicing runs smoothly and accurately — with a keen eye for detail and a strong customer focus.

Who is DESOTEC?

DESOTEC is an international environmental services company that helps protect the planet with sustainable mobile filtration solutions for the purification of liquids and gases.

We have approximately 450 employees, united in Generation D., who are all committed to helping protect the planet by driving positive ecological change across all industries.

Private equity funds managed by Blackstone acquired DESOTEC in 2021.

Why are we looking for a Billing and A/R Administrator?

Due to our continued growth and the ongoing optimization of our Finance team, we're adding an extra Invoicing & A/R Administrator to support our operations.

What do you do as a Billing and A/R Administrator at DESOTEC?

- You'll be responsible for the accurate and timely creation and delivery of invoices and credit notes to our customers, both domestic and international.
- You'll collaborate closely with colleagues from various departments in Belgium and across Europe (including Sales, Logistics, and Supply Chain) to gather missing information and resolve any invoicing-related queries that come your way.
- You'll manage customer data in our ERP system (Navision/Microsoft Dynamics), ensuring all information is accurate and up to date.
- You'll upload invoices to various customer portals, tailoring your approach to each client's specific requirements.
- You'll act as a backup for the Credit Control team — including following up on outstanding payments and helping create customer and supplier profiles in the system.

Who are you as a Billing and A/R Administrator at DESOTEC?

- You hold a Bachelor's degree, preferably in a finance- or language-related field. However, other degrees are equally welcome — what matters most is your motivation and eagerness to learn!
- A first experience in an administrative or financial role, ideally within an (international) company, is a plus — but not a must.
- You're a highly organized, detail-driven administrator with a solid knowledge of Microsoft Office. Experience with the invoicing module of Navision and/or Microsoft Dynamics is a strong asset.

- You're able to work independently as well as in a team, and you integrate easily into existing structures.
- You have a structured and thorough approach, are eager to learn, and driven to understand the "why" behind processes. You're also someone who takes responsibility.
- You're assertive, confident, and not afraid to speak up.
- You're fluent in Dutch and English. A solid passive knowledge of French is essential, and knowledge of German, Spanish, or Italian is considered a plus.
- You'll report directly to our **Finance Project Manager**.

If you can't tick off all the boxes, but you do recognize yourself in our three core values Teamwork, Excellence and Devotion, then we definitely invite you to take a chance and apply!

What's in it for you as Billing and A/R Administrator?

It goes without saying that you get a lot in return in exchange for your unbridled dedication and enthusiasm:

- A competitive salary – We guarantee you a (more than) competitive base salary, depending on your experience.
- Fringe benefits – To optimize your salary package, you can count on a smartphone with a mobile subscription, a generous net expense reimbursement, meal vouchers, group and hospitalization insurance (AG Insurance), a non-recurrent CAO90 bonus, two annual gross bonuses, and the option for bicycle leasing after one year of service.
- Discounts through partnerships – As part of the Blackstone group, all internal DESOTEC employees also enjoy discounts on BRE-Hotels (a collection of Blackstone-owned hotels and resorts). Through Benefits at Work you get discounts at Center Parcs, Zalando, bol.com, Krëfel, Decathlon and many more.
- Work-life-balance / hybrid working – You work during flexible hours and, with the approval of the Finance Project Manager, have the freedom to work in your home office for a maximum of 2 days per week after a training period.
- Time off to schedule freely – At DESOTEC there is no collective closure. You enjoy 23 paid vacation days and have the freedom to take 10 unpaid vacation days on top of that. This way you can increase your number of vacation days to 33 days!
- Personal & professional growth – You will have every opportunity to immerse yourself in your new role, but also to grow personally and professionally through an extensive range of training courses.
- Fun and relaxation – You will regularly be invited to one of the many afterworks and other fun activities. Each team also gets a team building budget – it's up to you how you spend it!

Our purpose and mission?

At DESOTEC, we are committed to building a cleaner, greener world for all. We strive to helping protect the planet by driving positive ecological change across all industries. Witness our mission with your own eyes in the DESOTEC purpose movie.

Curious to find out more about your potential future employer? Check out www.desotec.com and follow us on LinkedIn, Facebook and Instagram via @desotec.

<https://www.desotec.com/en>