



Payroll Officer / administrator

EURONAV ANTWERP OFFICE

Company Profile

Euronav owns, operates, and manages a modern fleet of ocean going tankers. We are dedicated to the safe, clean and reliable transport of crude oil worldwide.

We strive to engage, empower and reward our people, both onboard and ashore. The combination of young vessels, experienced staff, performance culture, and in-house management enables us to achieve outstanding growth and sustainability in an extremely competitive industry.

Please visit www.euronav.com.

Position Profile and Requirements

PRIMARY AIM

- To prepare Crew payroll according to statutory requirements
- To facilitate, expedite, and support the processes involved in payment of crews to the managed vessels, including maintaining systems, records, and information

ROLES AND RESPONSIBILITIES

- Preparing, reviewing and managing crew payroll as well as the reporting
- Handling payroll related administrative tasks
- Checking invoices related to crew payroll
- Cooperating with the accounting department for verification of cashbooks
- Carrying out other department related tasks when required by Management

PAYROLL OFFICER / ADMINISTRATOR

EURONAV ANTWERP OFFICE

PROFILE

Formal education: You hold preferably a bachelor's degree in Business Administration/Office Management/Human Resources/ Accounting or equivalent by experience.

Experience: this function is open for starters

Qualifications:

- you are a rigorous and well- organized person and strive to reach excellence in your daily work.
- you are a flexible team worker and are at ease with working with colleagues in a small team.
- you are not afraid of proposing solutions for practical problems
- you are extremely proficient with Microsoft Office software

Languages: Fluent Flemish and Fluent English

Remuneration

Our Antwerp office is situated in the South of Antwerp. Lovely location and a very attractive environment. Euronav offers a lot of work related and fun related benefits:

- Contract of indefinite duration in full-time employment
- Attractive compensation in line with experience
- Group medical plan (DKV) & life insurance plan
- Meal vouchers of 8 EUR/day
- Training and development opportunities
- Varied work in an international company with enthusiastic colleagues

Contact Information

Please send your CV mentioning the job title you are applying to hr.cv.be@euronav.com
