



## Full Stack Web Developer

### About Massive Media

At Massive Media, we believe that life is all about the people you meet. No matter if it's a friend, the love of your life, or just someone to talk to. We aim to bring people together in a fun, simple and efficient way.

Our company is based in the city center of Ghent and is currently running Twoo.com after having run Netlog, Gatcha! and Stepout in the past.

### About the position

To support our Finance & Administration Department, we're looking for a part-time bright and enthusiastic all-rounder. You will manage different tasks for the whole F&A Department in order to ensure accurate office and accounting administration.

Within our team, your main duties will be:

- General reception tasks (answer the phone, collect post, order team lunches)
- Manage our office-services (office supplies & logistics, fleet administration and etc. )
- Day-to-day accounting work (booking incoming invoices & bank statements, prepare payments & manage employee expenses)

### Requirements

- No previous work experience is needed, as long as you can prove you're hard-working with a can-do attitude
- You have a bachelor in office or accounting management
- You have excellent office software skills
- You possess good oral and written communication skills in Dutch and English
- Experience with Oracle NetSuite (accounting software) is a plus
- You work accurately and thoroughly
- You are a passionate internet user
- You are a smart and respectful team player

### Benefits

Next to a competitive salary, we offer a whole range of extra benefits like:

- Laptop & phone
- Healthcare benefits plan & group insurance
- Meal vouchers
- Monthly happy hours & Team Events
- Great office in the city center of Ghent

**Interested? Apply now!**

Take a look at our job page, get to know our team and company culture, and apply:

<http://www.massivemedia.eu/#careers>