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# ProGarments

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**ProGarments** is a modern clothing factory located in Hefei, Anhui, China, which has been in operation since 2006 in its current form. In May 2010 we opened the doors of our new accommodation: an ultra-modern production facility boasting the latest technical gadgets and machinery. From the outset, the company has been in Dutch hands, and, as a result, we can guarantee quality and service in accordance with European standards.

ProGarments started back in 2001. The initial idea was to purchase and sell textiles from Hong Kong. However, the four key points flexibility, continuity, quality and supplier's reliability could not always be guaranteed. This made us decide to start up a production facility of our own.

We have now also opened a second production facility in Hanshan, Anhui, China, where we specialize in confectioning knitwear. The first factory now solely focuses on confectioning woven cloths. This division and specialization enables us to better provide our clients with a broad assortment of production techniques. Over the past years, the company's workforce has increased considerably, totaling 600 employees now.

For our Europe Sales Office location Driebergen-Rijsenburg The Netherlands, we are looking for a

## Finance employee (32-40h)

### Job description:

- Invoicing to global customers;
- Control outstanding invoices;
- Checking costing invoices and preparing payments;
- Coordinate export / import with transporters, factory in China and customers;
- Together with the Junior Finance Employee
- Setup reports for the management;

### Requirements

- Finished HBO financial degree;
- Availability 5 days a week;
- Mid-level career;
- Is well experienced with Exact software;
- MS Office: Word, Excel, Outlook and PowerPoint;
- Experience in setting up an administration within an organization;
- Has both Dutch and English language skills in speech and writing;
- Accurate and well organized;
- Can work in a small team;
- Hands-on mentality.

If you think this is the job for you, than please feel free to react on this vacancy and send your CV and motivation to: Michel Tamminga, [michel@progarmnts.nl](mailto:michel@progarmnts.nl)