

Administrative Employee (M/F)

BAIV BV in Nederweert

(Part-time; 16 hours per week)



Do you have experience in financial administration, preferably with Exact and/or Exact Bouw? Do you have a structured and precise work approach, a proactive and independent attitude, and a good command of the Dutch or English language? Would you enjoy working in a team of fantastic colleagues who are passionate about historic military armoured vehicles and are dedicated to restoring these 'veterans' to a high standard with a love for traditional craftsmanship in their DNA?

Then YOU are the one we are looking for!



Job Vacancy: Financial Administrative Employee

📍 **Location:** Nederweert

🕒 **Hours:** Part-time (16 hours per week, flexible in consultation)

The Role

BAIV BV is a dynamic and innovative company specializing in the restoration of armoured vehicles for clients worldwide. Our team consists of passionate professionals who work with craftsmanship and precision on unique projects. With an average age of 37, we are a young and energetic company where teamwork and dedication are key.

To further shape our growth and professionalization, we are looking for a **Financial Administrative Employee** to join our team part-time.

What will you do?

As a **Financial Administrative Employee**, you play a crucial role in our organization. Your responsibilities include:

- ✓ Recording and processing financial administration in Exact and Exact Bouw.
- ✓ Maintaining project administration and forecasts.
- ✓ Reviewing project progress monthly with the team leadership.
- ✓ Supporting the management and team leadership with administrative, secretarial, and organizational tasks.
- ✓ Managing the procurement of consumables.
- ✓ Performing various supporting administrative tasks.



What will you bring?

- ✓ Experience in financial administration, preferably with Exact and/or Exact Bouw.
- ✓ A structured and precise work approach.
- ✓ Affinity with administrative and secretarial tasks.
- ✓ A proactive and independent attitude.
- ✓ Good command of the Dutch or English language.

What do we offer?

- ✦ A versatile and challenging part-time position (16 hours per week, flexible in consultation).
- ✦ Work in a dynamic, internationally oriented company.
- ✦ An enthusiastic and supportive team with a passion for technology and history.
- ✦ A competitive salary, depending on your experience and qualifications.



Company Background



Besides the job description, you'll surely want to know more about the company you'll be joining.

BAIV BV, founded in February 2012, has developed over the past decades into a leading organization specializing in the restoration of historic military armored vehicles and tanks. Additionally, our sister company, **Tracks and Trade**, operates as an auction house in the same market.

BAIV is an open and flat organization, currently consisting of 14 employees. In our informal workplace with short communication lines, it's easy to connect with colleagues. Our team members, with an average age of 37, are hands-on professionals with a passion for bringing vehicles back to their original state.



British American Infantry Vehicles

Serving Military History

Ready to Join Our Team?

Is this job a perfect fit for you, and do you want to be part of our team? Apply now! Send your **CV** and a brief **motivation letter** to info@baiv.nl. We look forward to hearing from you!

For more information, visit our website www.baiv.nl, check our [Facebook](#) or [Instagram](#), or contact **Ivo Rigter Sr** at: **+31 6 518 22 502**.

Note: The application deadline for this position is Monday, April 7, 2025.



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