

Administrative Assistant

For one of our customers we are in search for a **Administrative Assistant 32-40h**.

Job description

- ✓ Provide a wide variety of professional administrative support under limited direction to leaders, colleagues or groups in the organization.
- ✓ Scheduling meetings, booking conference rooms, ordering food/drink, and managing the visitor process.
- ✓ May attend meetings to assist with presenting materials or taking notes.
- ✓ Ensures communications flow properly utilizing knowledge of business / function's organization structure and overall processes.
- ✓ Takes ownership in their work.
- ✓ Demonstrates comfort and skill when using technology.
- ✓ Arranges domestic and international business travel and prepares travel itinerary. Books flights, cars, makes hotel and restaurant reservations.
- ✓ Schedules meetings and receives meeting notices for manager.
- ✓ Continuous improvement within work processes and systems.
- ✓ Maintaining and adding documents into SharePoint sites and Teams.
- ✓ Acts as the technical office equipment focal point to enable daily effectiveness.
- ✓ Builds appropriate rapport and effective relationships.
- ✓ Maintains documents and records in accordance with company guidelines.
- ✓ Utilizes information integrity principles to properly classify, store and protect confidential technical information.

Your qualifications

- ✓ Capable of prioritizing competing requests successfully and multi-tasking.
- ✓ Strong organization and time management skills.
- ✓ Good planning skills and ability to anticipate needed resources.
- ✓ Able to adapt to change.
- ✓ Independently initiates activities that contribute to the achievement of team goals.
- ✓ Seizes opportunities in a responsive manner.
- ✓ Works independently with the software/IT tools (MS Office as a minimum, knowledge of SAP preferred).
- ✓ Good command of Dutch and English language.

Reference: 3088

Projectphase: Construction

Discipline: Administration

Position: Administrator

Function level: Medior

Region: (NL) Zeeland

Education: MBO/TSO

Experience: 0-3 years, 3-8 years, 8-15 years

Type of contract: Intentional

Posted at: 28-06-2024

Advisor: Elles Metsemakers

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