

Executive Assistant

For our client in Vlissingen we are hiring a **Executive Assistant**.

Job description

You will provide essential support to members of the Management Team (MT). Your role involves high-level administrative tasks, managing complex schedules, coordinating meetings, taking meeting minutes, and serving as a liaison between the MT members and various stakeholders, both internal and external.

Key Responsibilities

- ✓ Manage the calendars of MT members by scheduling meetings, appointments, and events, ensuring efficient use of their time and prioritizing tasks effectively.
- ✓ Act as the main point of contact for MT members, directing inquiries appropriately.
- ✓ Draft and edit correspondence, emails, and reports on behalf of MT members.
- ✓ Organize all travel arrangements, including flights, accommodations, transportation, and itineraries for MT members and others as needed.
- ✓ Coordinate meetings, conferences, and special events, including preparing agendas, booking venues, and arranging catering.
- ✓ Oversee protocols and procedures for official visits from national and international government officials.
- ✓ Maintain and organize both electronic and physical files, ensuring easy access and confidentiality.
- ✓ Provide administrative support for special projects led by MT members, including research, data analysis, and presentation preparation.
- ✓ Facilitate communication between MT members and internal teams, external partners, clients, and other stakeholders.
- ✓ Manage and reconcile expense reports, invoices, and reimbursements, ensuring accuracy and compliance with company policies.
- ✓ Handle sensitive information with discretion and professionalism, maintaining confidentiality at all times.
- ✓ Offer additional administrative support as needed, including taking minutes of meetings and following up on action items.

Your qualifications

- ✓ An Associate degree in office management or management support with 3-5 years of relevant experience, or vocational education at level 4 in an administrative field with 5-7 years of relevant experience.
- ✓ Significant experience in supporting senior management or office management.
- ✓ A strong sense of integrity and experience in securely managing confidential information.
- ✓ Proficiency in both English and Dutch, with strong written and verbal communication skills.
- ✓ An understanding of how to compile management information.
- ✓ Proficiency in the MS Office suite and relevant back-office software.

- ✓ Solid knowledge of documentation and archiving practices.
- ✓ Excellent references, as pre-employment security screening is a standard part of our hiring process.

- ✓ Note: Permanent EU citizenship and a valid passport are required. Candidates with an EU work visa or holding both EU and non-EU citizenship or passports are not eligible due to the nature of our projects.

What we offer

[What do we Offer.](#)

Reference: 3322

Projectphase: Engineering

Discipline: Administration, Project Support

Position: Administrator

Function level: Senior, Medior

Region: (NL) Zuid-Holland

Education: Bachelor, MBO/TSO

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

Type of contract: Intentional

Posted at: 25-10-2024

Advisor: Vincent ten Have

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