

As the Office Assistant you are responsible for supporting the Office Manager of the Amsterdam office in carrying out her duties.

Part of your responsibility is providing support to the Office Manager by planning, tracking and follow-up on deadlines. In this role you also provide support with copying, maintaining an accurate filing system, scanning as well as general secretarial support. You arrange for, and prepare correspondence, presentations as well as travel and meetings on behalf of the Office Manager. As a service oriented person you will ensure that the ad-hoc projects are dealt with within the set deadlines.

Additionally, you also provide general administrative office support which includes collecting and delivering the mail and newspapers at the building reception, checking and distributing faxes. The delivery services (courier), including the registration and checking of the invoices, are part of your responsibility.

Maintaining and developing good working relationships both internally and externally comes naturally to you. You are representative, discrete, motivated, pro-active result oriented person. And of course you have a natural ability to deal with confidential information.

Does this job match your profile and experience? Does a variety of responsibilities appeal to you and would you like to be part of an international and growing organisation? Please send your application today!

For one of our clients with their office based in Amsterdam we are looking for a :

## Office Assistant

*5 days per week*

*excellent development opportunities*

### **Education, knowledge and experience:**

- Bachelor degree or similar level e.g. Schoevers;
- 1½ -2 years experience within a similar role as an Office- or Group Assistant;
- Excellent MS office skills;
- Excellent communication skills;
- Excellent ability to prioritize and work under pressure;

### **Languages**

- Excellent knowledge of Dutch and English, both written and spoken (or at least fluent);
- Working knowledge of another (central) European language is an advantage.

### **What's the offer?**

Become a part of a small international Headquarters team. The company provides a competitive salary, and excellent development opportunities as the company is growing.

### **Interested?**

Are you interested in the job and do you recognize yourself in the profile?

Please send your resume and cover-letter to [marina@collier-advies.nl](mailto:marina@collier-advies.nl)

In case you would like any further information regarding the position, please send us your question per e-mail.