



INTERNATIONAL MATCH
THE PROFESSIONAL FIT

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ASSISTANT – OFFICE MANAGER

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SUMMARY

We are looking for an international professional with experience in international and growing companies. Trustworthy, committed, dynamic, enthusiastic, to help the European CEO Global and COO Europe in all the tasks required. We are looking for someone that has negotiation level of English, Dutch and German.

COMPANY DESCRIPTION

International company that was established in Australia 7 years ago. Today the company is known as one of the fastest growing companies in global history and is operational in many countries covering North America, Europe, Latin America, Asia/Pacific, and South Africa. There are further expansion activities currently underway in all major markets that will result in well over 1000 stores globally.

Their growth is based on long-term relationships with their operational and mall partners. Their stores are in the form of stand-alone, purpose built modules and take prominent locations in shopping complexes within regions and are the core of the business activities. At the present time there are over 560 stores worldwide, now open in 27 countries and employing over 2500 people. Cash transactions with thousands of customers take place every month and customers receive professional service by trained sales associates.

JOB DESCRIPTION

Directly reports to Global Operations Director

Required skills & attributes:

- Fluent English – verbal and well developed written communication skills
- Excellent computer skills – word, excel, power point
- Able to work independently
- Strong focus on customer satisfaction and a commitment to excellence in service provision
- Planning, organizing and time management skills to effectively establish the priority and scheduling of work tasks and projects to ensure work priorities are completed on time

Overview of tasks:

- PA duties to CEO Global & GB Europe COO
 - o Co-ordinate meetings and link ups (webex, field)
 - § Sending out link ups to relevant parties for webex meetings
 - § Coordinate quarterly meeting agenda
 - § Preparing meeting agendas
 - § Attending meetings to take minutes
 - § Distribute minutes of meetings

- o Prepare and submit expense claims as required
- o Travel
 - § Research best travel options
 - § Reserve travel as requested
- o General correspondence and PA support

General Office duties

- o Meet & greet guests
- o Service guests (tea/coffee)
- o Manage office
 - § Stationery supply
 - § General kitchen supply(tea/coffee etc)
 - § General cleaning of office & kitchen each afternoon
- o Filing & mail
- o Answering incoming calls and general email enquiries
- o Assist in preparing and loading documents on Aurum as requested

EXPERIENCE

Minimum 3 years in similar position.

EDUCATION

Higher international education focused in bussiness and management.

LANGUAGES

Dutch, English and German.

SKILLS

Fast learner, good planner, team worker. Autonomous worker, dynamic, hands-on attitude, trustworthy, Very good IT skills with MAC and PC. Good communicator and organizer.

Residence in area of Amsterdam.

Driving license and car.

CONTRACT

ASAP.

SALARY

Depending on the candidate experience.

CONTACT

Send your CV to: Esther Sancho, match@inamat.net