

Back office assistant/ Secretary

Within our growing organisation, we offer you the opportunity to get the best out of yourself and further develop your personal skills. Together with three colleagues, you provide secretarial and administrative support and act as a resource for (international) colleagues and customers.

Your tasks include:

- Organising and booking trips (flight tickets, hotels and transport);
- Keeping abreast of the latest developments in the field of travel options and measures at home and abroad;
- Keeping our relationship system up-to-date and managing the reservation system;
- You will be encouraged to contribute to improving and automating work in the secretariat;
- Supporting the Executive Assistant in various projects.