

## **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 will provide secretarial and administrative support and be a point of contact for (international) colleagues and customers.

Your tasks include:

- Organising and booking business trips (plane tickets, hotels and transport);
- Keeping our customer relations system up-to-date and managing the reservation system;
- Reception work (telephone, mail processing and receiving visitors);
- Actively thinking along with and contributing to improving and automating work at the secretariat;
- Supporting the Executive Assistant in various activities and projects.