

Office Manager

INTRODUCTION

Nearfield Instruments (NFI) brings together the most creative minds in science and technology to develop a revolutionary high throughput atomic force microscopy system enabling atom-scale resolution 3D metrology at industry-level throughput, based on three pillars:

- Unrivaled measurement speed;
- Parallelization capability;
- Advanced measurement modes.

At NFI, we design, develop, integrate, market and service these advanced metrology machines, which enable our customers - the world's leading chipmakers – to increase the production yields, and thus, functionality of their microchips, which in turn leads to smaller, more powerful consumer electronics. We aim to develop leading edge metrology systems, to be installed at the customer site, within specifications, on time, with quality exceeding the customer's expectations.

WHAT WILL YOU BE DOING?

As an office manager you are the hub at our office in Delft. You are responsible for the smooth workflow. This position is a composition of all the skills and resources of an extraordinary PA, with additional administrative expertise, customer experience expertise and facility management skills. You will significantly improve team results by unburdening daily (operational) tasks. This helps you to accelerate the growth of Nearfield Instruments.

Your daily activities consist of:

- Calendar and appointment management for the management and the operational team;
- Correspondence handling of the management team;
- Prepare minutes and record management team meetings;
- Ensure that colleagues have access to all the resources they need to perform their tasks and activities without any worries, including travel and event arrangements;
- Effective management of
 - stocks and (office) supplies;
 - housing/facilities contracting;
 - website;
 - document archival;
- Collaborate with the operations team to increase workflow efficiency and satisfaction by identifying new opportunities, bottlenecks and efficiency problems;
- Creating and maintaining a positive atmosphere in the office for both colleagues and our guests.

WHAT DO WE REQUIRE OF YOU?

- Minimum 5 years of working experience;
- Minimum HBO working and thinking level;
- Independent, resourceful and service minded;
- Excellent command of the Dutch and English language both spoken and in writing (fluent/native);
- Positive attitude, good sense of humor and social skills.

WHAT DO WE OFFER?

We offer a young, dynamic and above all very international work environment; a lot of flexibility, independence and freedom; a competitive salary and a chance to help us grow an exciting new company. This function requires a minimum 24 hours per week attendance with room to grow.

HAS THIS VACANCY AROUSED YOUR INTEREST?

Then please feel free to apply on this vacancy! Nearfield Instruments offers an exciting, fast-paced working environment where you will be able to shape the system and the company.

For further questions don't hesitate to contact us.

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