

Office Manager/Management Assistant

INTRODUCTION

For our fast growing company, we seek an Office Manager/Management Assistant.

At Nearfield Instruments (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, the functionality of their microchips. In turn this leads to smaller, more powerful consumer electronics. We aim to develop leading edge metrology systems, to be installed on site, within specifications, on time, with quality exceeding the customer's expectations.

WHAT WILL YOU BE DOING?

The Office Manager/Management Assistant is responsible for the secretarial and administrative support of the Management Team and for the total/consistent look and feel of our office.

As an office manager you are the hub at our office in Rotterdam. You ensure a smooth running of our office on a day-to-day basis.

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 core responsibilities consist of:

- Secretarial and administrative support to our Management Team;
- Correspondence handling and calendar management of the Management Team;
- Preparation and organization of MT meetings;
- Minute taking of MT meetings;
- Support in organizing and minute taking of our Supervisory board meetings;
- Responsible for booking all travel arrangements (flight bookings, hotel reservations);
- Organizing team events;
- Assisting with organizing (recruitment) events;
- Ordering office supplies, groceries, gifts;
- Contact person for the landlord, cleaning company, and other Office Management suppliers;
- Effective management of:
 - stocks and (office) supplies;
 - housing/facilities contracting;
 - document archival;
- Collaboration 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;
- Team player;
- Advanced MS Office skills;
- Independent, resourceful and service minded;
- Excellent Dutch and English communication skills, fluent both spoken and in writing;
- 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! You can send your application to:
Ms. Sharita Nandpersad, sharita.nandpersad@nearfieldinstruments.com