

# Project Support Officer

## INTRODUCTION

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, 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.

## WHO DO WE SEEK?

For our project management team we are looking for a Project Support Officer to support the Project Managers in setting up and executing multiple projects. You proactively collate planning information, budgets, forecasts, action items. You will then present the collected information in a clear and concise way in a professional manner. At the same time you will be responsible for a controlled and accurate execution of the quotation/ordering/delivery management.

## WHAT WILL YOU BE DOING?

- Developing project support;
- Plan meetings and reserving rooms;
- Minutes of meetings;
- Registering action items and place on the task board;
- Assemble stand-ups;
- Communicating task board to project members;
- Requesting and managing quotations;
- Creation and tracking follow-up of orders;
- Checking and registering deliveries;
- Checking and registering invoices;
- Registering purchase orders on project level;
- Hour registration and checking;
- Keeping track of project budgets;
- Project controlling.

## WHAT IS REQUIRED?

- HBO level of thinking;
- Routine level in all Microsoft Office applications;
- Strong communication skills;
- Well organized personality;
- Capable of handling an organization that grows fast;
- Accuracy;
- Fluent in Dutch and English, both spoken and in writing;
- Strong personality;
- Negotiation 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 an exciting new company grow. This position is for a minimum of 32 hours per week. There is room to grow.

---

## INTERESTED?

Then please feel free to apply to this vacancy!

Nearfield Instruments offers an exciting, fast-paced working environment where you will be able to help shape our products and the company. For further questions don't hesitate to contact us.

Please send your application to:

Ms. Sharita Nandpersad, [sharita.nandpersad@nearfieldinstruments.com](mailto:sharita.nandpersad@nearfieldinstruments.com)