

Personal Assistant and Office Manager (full time)

Do you excel in your profession? Are you dynamic and resourceful? Then join us and effortlessly combine the work of a Personal Assistant and Office Manager. Become our support in the field of our administration and secretariat!

This will be your job

As a personal assistant you support the Managing Director with various administrative, secretarial and organizational matters. You filter all the tasks and information, to ensure everything runs smoothly. In the role of Office Manager you will manage colleagues at the reception/secretarial office, if necessary you work with, and you are responsible for the organization and implementation of the general administration within our company.

With an eye for detail and always with the complete overview in sight you need to be able to multitask and keep the administration department running efficiently.

Success is yours by:

- Assisting with, checking and controlling /organizing the daily planning (agenda management) and correspondence
- Organizing and planning business trips
- Provide administrative and organizational support for a wide range of tasks (preparing important documents and presentations, writing reports, etc.)
- Managing 3 secretaries (± 1.5 FTE)
- Mapping, streamlining and execution of general administrative processes.
- Close cooperation with management and the Finance department

Is this what you're looking for? Then this is your ideal job!

What we ask of you

Your input on an administrative and organizational field is at a high level. This makes you the perfect colleague for #Team PWR:

- HBO degree in Office management / Management support / Administration
- At least 5 years of proven experience in a similar position
- Accustomed to working in a fast-paced, dynamic, international environment
- Fluent English in words and writing!
- Excellent command of computer skills, including Microsoft and Google (Word, PowerPoint, Excel and Gmail / Outlook)

You get this from PWR:

- Working for a technically advanced organization where innovation plays an important role; who wouldn't want that?
- Join #teamPWR; pleasant ambiance, friendly and enthusiastic colleagues with yearly and seasonal activities
- A fulltime job position (40 hours/week) with flexible working times (07.00 am – 18.00 pm) and of course a matching salary and secondary employment conditions (25 vacation days and 13 ADV)
- Focus on personal vitality (budget for sports), development and education



PWR | PACKAGING
WITH
ROBOTS

Convinced we will be a good match?

Now it is up to you! If you want to know more, please contact Rosemarie Tekampe, HR Manager. She can be reached by phone from January 4th 2021. If you want to apply directly, send an e-mail with a short motivation and CV to recruitment@pwrpack.com. In the first week of January we will inform you about the procedure. See you soon!

About us

PWR is the specialist for custom-made automated robotic packaging solutions in the Food industry. We are specialized in high speed packaging of products with Delta robots. Our products are premium technical solutions of which we master the technology which we constantly develop.

We understand our customers' needs by engaging with them throughout the entire process. With the most up to date technology we ensure the highest running efficiencies, minimum down time, low cost of ownership and the best price to value ratio in the industry. A good relationship with our customers is a vital part of our company.

PWR is active globally with our head office located in Ede, central in the Netherlands.

Check our website for more information www.pwrpack.com

Ps. With this vacancy we like to recruit our new colleague. Acquisition following this job opening is not appreciated.

We treat every application confidential and will handle your details likewise. We will never without permission share your personal details with third parties. We only use your data to process your application and match you with one or more vacancies. We will save your data until 4 weeks after ending the application process. Only with your permission we will save your data until 12 months after ending the procedure. You can contact PWR at any time with a request to remove your data or withdraw your permission.