



Office Assistant

Employment Type:	Full-Time – 12 months Definite period of employment
Required Experience:	1-2 Years
Reporting To:	Chief Financial Officer
Working Location:	The Hague

Role Description

The purpose of this role is to assist with the general administration needs of the office, helping the Finance team with the processing of invoices and expenses and answering the phone/receiving visitors. The Office Assistant will also be asked to do a variety of ad hoc duties to help with the smooth running of the office.

Responsibilities

- Process expense claims and invoices
- Primary responsibility for Reception including answering calls, taking messages and answer queries
- Screening phone calls and forwarding them to the appropriate staff member
- Receive, sort and distribute incoming post
- Prepare outgoing post for distribution
- Receive and send courier parcels
- Coordinate and maintain all staff directories and circulate on a monthly basis
- Type documents, reports and correspondence as needed
- Organize travel arrangements including booking flights, hotels and taxis
- Coordinate and organize meetings as requested including running the 'meeting room calendar'. Clear and tidy rooms leaving ready for use
- Keeping reception area tidy
- Maintain stock of stationery and office/kitchen supplies
- Complete various clerical assignments and projects as required
- Administration and allocation of parking spaces & security as required
- Assisting Finance team with filing as needed
- Back up for other Secretary and Admin employees as required

Required Skills, Education and Experience

- Working and thinking ability at HBO/Bachelors level
- Excellent verbal and written communication in both English and Dutch
- Very good PC skills including Word, Excel, PowerPoint and Outlook
- Experience in working within a small company would be advantageous
- 1-2 years office administrative and/or reception experience desirable

Behaviours

- An effective communicator
- Proactive
- Ability to manage and prioritize multiple projects simultaneously
- Excellent interpersonal skills
- Excellent organizational skills
- Flexible
- Complete discretion
- Team player

What we Offer

A unique, interesting, and challenging job in an entrepreneurial organization. A competitive salary & benefits package including performance-related bonus and stock option program.

How to Apply

If you are interested in joining our team please send your CV in Microsoft Word format to careers@o3bnetworks.com. Please put 'Office Assistant' in the subject line. In the body of the email tell us why you are qualified to become a part of our team and outline how you meet the application criteria above.

What Happens Next

Applications will be reviewed and those candidates whose experience and skills appropriately match the position needs will be contacted for an initial informal discussion. We will endeavour to reply to all candidates but if you have not heard from us within 14 days of applying, please assume that you have not been successful in this instance. Please do not let that stop you from applying to other roles you believe are suitable for you.