

D4450 Associate Administrative Assistant



Locatie **Noord-Holland, Amsterdam**
<https://www.advertentiax.nl/x-1321486-z>

For the Support & Sustain department we are looking for an Associate Administrative Assistant!



Wat doe je als D4450 Associate Administrative Assistant?

Administers general business office activities that are clerical in nature. You will work within well-established guidelines. For this position you require no previous experience or there is no job knowledge required. You acquire the basic skills on the job!



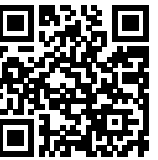
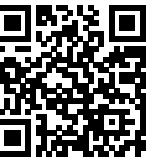



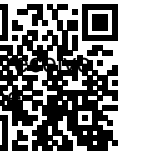
Your responsibilities and duties:

Receives visitors and directs people to appropriate locations. Uses business software applications (e.g., word processing, presentation and spreadsheet) to prepare draft correspondence, reports, presentations, agendas, minutes, etc. Arranges calls and schedules meetings. Ensure common and meeting areas are adequately maintained with appropriate supplies and equipment. Maintains physical and electronic files.

Wat kun je?

If you meet the job requirements below, send us your CV. Perhaps you will soon be working at one of the largest factories in the Benelux.

You have at least a MBO-4 degree You can communicate well in writing and orally in Dutch and English You are available for 24 - 32 hours a week Working with various systems, databases and tools is not a problem for you You work in a very structured and planned way

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Waar ga je werken? De Pooter is een challenge voor 24-32 uur per week werken op een werkplek. You will work on a salary scale and any tuition costs will be reimbursed. De Pooter offers you the opportunity to participate in a collective health insurance.

Waar ga je werken? Dow Benelux B.V. is a subsidiary of The Dow Chemical Company. At Dow Benelux many employees work on innovations every day. They do this by combining scientific insights with technological knowledge. In this way they make sustainable contributions to solving the world's most pressing problems, such as the need for clean drinking water, the generation of renewable energy and improving

agricultural productivity. Dow's history in the Benelux began in 1955 with the opening of a trading post. Today, Dow Benelux has grown into a leading player. Approximately 2,000 passionate employees work from 6 branches and 20 factories in the Netherlands and Belgium on leading products and solutions. Plastics and chemicals produced in the Benelux find their way to customers and markets around the world. The heart of Dow in the Benelux is in Terneuzen. With 17 plants and around 1700 employees, Dow Terneuzen is the second largest production site of the Dow Chemical Company. As one of the largest employers in Zeeuws-Vlaanderen, Dow contributes to the economic and social success of this region.

Solliciteren

U kunt solliciteren door op onderstaande link te klikken. [Websitewww.mmimir.nu/track](http://www.mmimir.nu/track)