

# Administrative Specialist



Locatie **Noord-Holland, Amsterdam**  
<https://www.advertentieX.nl/x-1377976-z>

Do you have at least three years of experience in the work of a secretary? Then the job as an Administrative Specialist is for you!



Wat doe je als Administrative Specialist?

Als Administrative Specialist takes ownership in their work:

Demonstrates good problem-solving skills. Capable of prioritizing competing requests successfully and multi-tasking. Demonstrates comfort and skill when using technology. Strong organization and time management skills. Good planning skills and ability to anticipate needed resources. Able to adapt to change. You are a good team player and a fixer. Helps troubleshoot issues and serves as a point person for questions or guidance. May act as department focal point with external vendors, service providers, etc. You can work independently with the software/IT tools: Teaches and coaches others how to use standard office equipment and software systems. Maintains documents and records in accordance with company guidelines. Takes lead in strategic sourcing light projects

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 Working with various systems, databases and tools is not a

problem for you You work in a very structured and planned way You can concentrate well on research You

are a long-term employee in a dynamic work environment with competitive salary and opportunities for growth. Travel and tunnel expenses are reimbursed. Furthermore, we offer the possibility of a collective health insurance. If you would like to be considered for the position, we ask you to apply with a CV and cover letter in English.

Waar ga je werken?

Dow Benelux B.V. is a subsidiary of The Dow Chemical Company. At Dow Benelux many employees

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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 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

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