

## Administrative Specialist



Locatie **Zeeland, Hoek**  
<https://www.advertentiax.nl/x-1510452-z>

Do you have experience in administrative work and do you have good communication skills? Then read further! DOW is looking for an Administrative specialist.

Heb jij de ambitie om Administrative Specialist te worden?

As Administrative Specialist, you will provide general administrative support to a group of leaders and department.

In addition, you will have the following duties and responsibilities:

Provides a wide variety of secretarial/administrative support to leaders, employees, or groups in the organization, including receiving, screening and directing incoming calls, visitors, mail and email; Uses business software applications (e.g., Microsoft applications such as Teams, Word, Excel, PowerPoint) to prepare correspondence, reports, presentations, agendas, minutes, etc. SAP knowledge is a plus; Maintains files, records, calendars and diaries; Arranges business travel, coordinates internal meetings and event arrangements, and/or tracks expenses; Maintains internal file shares and team communication mechanisms; May act as the department focal point with external vendors, contractors, or service providers.

Administrative Specialist

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.



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Solliciteren

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