

Site Administrative Assistant



Locatie **Zeeland, Terneuzen**
<https://www.advertentiax.nl/x-1783153-z>

Voor onze opdrachtgever in de omgeving Antwerpen zijn wij op zoek naar een Site Administrative Assistant.

Bedrijfsomschrijving

Nouvall Engineering Services is specialized in project support for the (petro) chemical and maritime industry.
 We provide expertise in the field of Engineering, Project Management, Maintenance, Shutdowns, Construction and Safety.

Functieomschrijving

- The Site Administrative Assistant will play a crucial role in the smooth running of our project site. The ideal candidate will handle a wide range of administrative tasks, from coördinating meetings and managing documents to assisting with site-specific queries.
- This role is suited for an individual who thrives in fast-paced environments and can manage multiple tasks with efficiency and accuracy.
- Provide comprehensive administrative support to the site management team, ensuring efficient operation of the site office.
- Manage correspondence, including emails, phone calls, and mail, ensuring timely and appropriate responses or action.



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Functie-eisen

- A high school diploma or equivalent; further education or certification in administrative services is a plus.
- Proven experience in an administrative role, preferably within a construction or project site environment.
- Strong organizational and planning skills, with the ability to prioritize tasks and manage time effectively.
- Excellent communication and interpersonal skills, with proficiency in both written and spoken English and Dutch.
- Competence in using standard office software packages (MS Office: Word, Excel, PowerPoint, Outlook) and administrative systems.
- Detail-oriented with a high degree of accuracy in all tasks.
- Ability to handle confidential information with discretion.
- Flexible and adaptable, with a problem-solving mindset and the ability to work independently.

Arbeidsvoorwaarden

Excellent terms, see our website.

Sollicitatieprocedure

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