

Administrative Business Partner



Locatie **Noord-Holland, Amsterdam**
<https://www.advertentiax.nl/x-858675-z>

Bedrijfsomschrijving

A world recognised IT brand infamous for its Search engine among other products.



Functieomschrijving

Duration: ASAP until 30 June 2019
 Location: Netherlands
 Languages: Fluency in English and in Dutch

Adecco

As an Administrative Business Partner, you're at the heart of your team's business operations and activities and the soul that keeps your team moving forward.
 You anticipate the needs of your managers and team members and help them stay focused on their projects by resolving operational and administrative issues before they arise.
 You move quickly with the changing environment and are up to date with the latest products and services.
 You also use that knowledge to strategically support your team's projects.
 In addition to being organized and analytical, you possess the strong business judgment and communication skills needed to interact with a variety of people and job functions.

Functie-eisen

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- Manage free or low cost practical business trips
- Manage in calendar management with travel schedules and booking of budgets
- You may close in detail while working simultaneously projects
- Effective communication and organization skills, with the ability to tailor communications to a variety of audience
- Demonstrated self-starter, highly motivated, with excellent organizational skills.
- Effective written and verbal communication skills
- Ability to work with a global team located on multiple time zones.

What you can expect from Adecco?

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- Hour rate €22.00,-
 - 25 holiday days on an annual basis (with full-time employment)
 - 8% holiday allowance
 - Your salary paid every Wednesday or Thursday
 - Pension scheme: after 26 weeks worked via Adecco
 - Free and unlimited access to the training offer of GoodHabitZ (online learning environment)

Respond today by clicking on the application button and leaving your details with us!

First more info? Send an e-mail including your CV in English to andrea.myslinska@adecco.nl.

Arbeidsvoorwaarden

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