

## Secretaresse



Locatie **Noord-Holland, Amsterdam**  
<https://www.advertentiax.nl/x-915206-z>

### Functieomschrijving

As Management Assistant your goal is to support the work of the Chief Production Officer and the Legal Counsel. It is a combined role, where the main tasks revolve around organizing and navigating agendas and facilitating the internal communication (e.g. distribute information and help preparing presentations) within the Operations department and the Legal team. You will also be responsible for creating meeting minutes and help updating process documentation materials and policies regarding the respective teams.

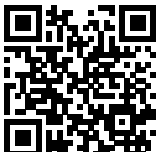


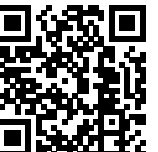






### Functie-eisen

You have 1 year proven work experience (excluding internships) as a Secretary/ Management Assistant/ Office Manager or in a similar role, preferably at an international organization  
 You have a good knowledge of general office procedures and experience with office management systems (ERPs, MS Office, Cloud-based applications/calendars, etc.)  
 You possess excellent organizational skills and you are able to think proactively  
 Great communication skills, (via phone, email and in person), in both English and Dutch  
 You are open, flexible and dedicated to support others

Gevraagd opleidingsniveau: minimaal HBO.  
 Voor deze functie wordt minimaal 1 ja(ar)en relevante werkervaring gevraagd.

Meer informatie is te verkrijgen bij TS Noord Nederland, telefoonnummer 058-2846933  
 of via de e-mail [tsn@tsn.nl](mailto:tsn@tsn.nl) of de website [www.advertentiax.nl](http://www.advertentiax.nl)

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