

# Fulltime Administrative Assistant Oegstgeest



Locatie **Noord-Holland, Amsterdam**  
<https://www.advertentiax.nl/x-927128-z>

Bedrijfsomschrijving

This company is internationally known. In the Netherlands it is based in Oegstgeest, nearby Leiden.

Functieomschrijving

This company is seeking an Administrative Assistant to support its senior management and team members. In this role, you will participate in various projects and activities and provide advanced administrative support to leaders and the business.



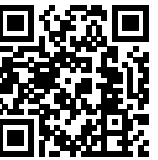
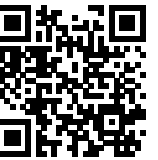





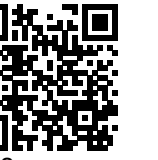
They are looking for a driven and resourceful Administrative Assistant who wants to work in an exciting and challenging environment. The job responsibilities for the Administrative Assistant would include:

- Coordinate meeting logistics, including reserving conference rooms, equipment setup, and creation of presentations and preparing meeting materials
- Pull reports and information from systems
- Calendar management (across time zones)
- Manage financial administrative tasks related to corporate card use and expenses and manage accurate processing of departmental invoices
- Coordinate domestic and international travel arrangements including processing of visas for

international travel  
 - Provide support with all related items including, but not limited to, promoting transfers, tracking talent, tracking salary adjustments, tracking client account activity, and edit project details, from multiple people and resources; Distribute reports to

- Prepare and maintain agendas, action item lists, issues lists and program plans; Escalate issues promptly
- Exercise judgment and make decisions to promote smooth workflow and prioritization
- Ensure that internal and external client demands are met
- Create, organize and manage various SharePoint sites and shared drives

Functie-eisen

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- Intermediate proficiency in MS Office (Outlook, Excel, PPT)
  - Bachelor's degree (MBO/HBO degree in relevant studies)
  - 1+ year of administrative experience
  - Ability to successfully manage multiple, competing priorities to meet deadlines
  - Excellent verbal and written communication skills, with a strong customer service focus
  - Organizational skills and attention to detail
  - Ability to anticipate needs, be resourceful, and use sound judgment and tact
  - Critical thinking, analytical, and problem solving skills
  - Learning agility; Ability to quickly gain knowledge of organizational operations, procedures, and staff
  - Ability to work independently, as well as collaborate in a team environment
  - Reliability, flexibility and approachability
  - Language: Dutch and English

Arbeidsvoorwaarden

2200 per